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OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO
OPNAVINST 3060.7A
N1R
October 1 1997

OPNAV INSTRUCTION 3060.7A

From: Chief of Naval Operations

Subj: NAVY MANPOWER MOBILIZATION GUIDE

Encl: (1) Navy Manpower Mobilization Guide

1. Purpose. To reissue an updated reference document for personnel responsible for the implementation and maintenance of the Navy Mobilization Processing Site (NMPS) functions and facilities. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. OPNAVINST 3060.7 and OPNAV 1740/1.

3. Discussion. The intent of this instruction is to provide a general overview of the activation and mobilization processes and to specifically delineate functional responsibilities during Navy manpower mobilization.

4. Review. The Chief of Naval Operations (N1R) is responsible for the periodic review and updating of this instruction. Address all comments and recommendations concerning this guide to Chief of Naval Operations (N1R), Washington, DC 20350-5000.

5. Reports and Forms

a. The reporting requirements contained in appendixes G and H are exempt from reports control by SECNAVINST 5214.2B.

b. The following forms may be ordered from the Navy supply system per CD ROM NAVSUP P-600 (NLL):

(1) DD 214 (Nov 88), Certificate of Release or Discharge from Active Duty, S/N 0102-LF-006-5500, and

(2) NAVPERS 1740/6 (4-96) (formerly OPNAV 1740/1), Family Care Planning, S/N 0106-LF-113-4900.

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Deputy Chief of Naval Operations
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NAVY MANPOWER MOBILIZATION

GUIDE

Office of the Chief of Naval Operations
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Washington DC

Enclosure (1)

OPNAVINST 3060.7A

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LOCATOR CROSS-REFERENCE SHEET

Subj: NAVY MANPOWER MOBILIZATION GUIDE

This directive is not filed in these directives binders, but may be found in the following location:

Enclosure (1)

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NAVY MOBILIZATION GUIDE

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SECTION I**MOBILIZATION PURPOSE AND PLANNING****1-1 National Strategic Direction**

1. The end of the Cold War has resulted in a reworking of the national security and military strategies, the essential foundations of which are:

a. Strategic Deterrence and Defense. Deterring a nuclear attack remains the number one defense priority of the United States. A growing priority is to provide a defense system against limited nuclear attacks, a mission in which the Navy will have a major role.

b. Forward Presence. Multiple forms of forward deployments, pre-positioning/rigged equipment and supplies, governmental and military visits, shows of force, multinational training exercises, and military-to-military relations/exchanges are required to maintain a positive influence in distant regions of the world.

c. Crisis Response. If our best deterrent efforts fail, the Navy must be able to respond quickly and effectively to meet a wide variety of potential adversaries who may possess a full range of modern weapons.

d. Reconstitution. Beyond the crisis-response capabilities provided by active and reserve forces, we must have the ability to generate additional forces should a global threat emerge. The Navy must be able to build a credible defense by generating required forces and equipment faster than any potential opponent can generate an overwhelming offense. We must pay particular attention to the ability to activate the industrial base on a large scale.

1-2 Power Projection

1. The Navy performs its missions within the context of the national security and military strategies. One of the key strategic principles of the national security and military strategy is crisis response through power projection. Power projection is the ability of the United States to apply all or some of the elements of national power (political, economic, informational, military) against potential adversaries.

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2. Credible power projection rests, among other things, on our ability to deploy forces rapidly to perform missions spanning the continuum of military operations. Force projection is the capability to:

a. Activate, mobilize, deploy, and sustain the employed force.

b. Re-deploy military forces from the forward area back to the Continental United States (CONUS) for demobilization when appropriate or to other locations to support the continuum of military operations, and to CONUS.

3. Force projection is specifically the military component of power projection. A highly credible Navy force projection capability will contribute significantly to deterrence and the overall national military strategy.

1-3 Joint Strategic Planning System

1. At the national level, military planning is conducted within the framework of the Joint Strategic Planning System (JSPS). The JSPS establishes the administrative framework for the Chairman of the Joint Chiefs of Staff (CJCS) to advise the National Command Authorities (NCA) and provide strategic direction to the combatant commanders. JSPS also considers the projected force contributions of our allies.

2. The National Security Act of 1947 charges CJCS with preparing strategic plans and providing for the strategic direction of the Armed Forces within the JSPS framework.

3. Joint strategic planning begins the process which creates the forces whose capabilities form the basis for theater operation plans. It ends with planning guidance for the Commanders in Chiefs (CINCs) to help develop strategic and contingency plans. JSPS constitutes a continuing process in which each document, program, or plan is an outgrowth of preceding cycles and formulated material, whose development proceeds concurrently.

4. The Chief of Naval Operations Staff supports the Chief of Naval Operations (CNO) in his role as a member of the Joint Chiefs of Staff (JCS) by performing analyses and providing input to the JSPS. Furthermore, the Navy fully participates in the planning phase of the Department of Defense (DoD) Planning, Programming, and Budgeting System (PPBS), through the Secretary of the Navy (SECNAV), by planning efforts that support development of the defense guidance.

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1-4 Overview of the Joint Planning Process

1. Planning for war begins by assessing military threats to national security and the requirements for military forces to counter them. Biennially, Secretary of Defense (SECDEF) announces strategic concepts and objectives and provides planning guidance.
2. JCS refines SECDEF guidance by the JSPS. JCS uses this formal means to furnish strategic plans and direction to the Armed Forces. Within this system, the Joint Strategic Planning Document (JSPD) and the Joint Strategic Capabilities Plan (JSCP) provide strategic guidance, contingency tasking, and major combat force listings and availability dates for Unified and Specified commanders' planning. The JSCP provides JCS guidance to the CINCs and the military services. The JSCP, a short-range, capabilities-based plan prepared by the JCS, serves as the primary basis for global and regional war plan development. The Navy augments this planning guidance through support force allocations as defined in OPNAVINST S3061.1D, the Navy Capabilities and Mobilization Plan (NCMP).
3. The Joint Operation Planning and Execution System (JOPES) establishes policies and procedures for the development and approval of Operation Plans (OPLANs) by the Unified Commanders, JCS and the Services. For JOPES purposes, the level of mobilization planning assumed for operational and contingency planning will be that specified by the appropriate authority in the tasking document. For all JOPES scenarios, Navy will employ Joint doctrines and procedures, where established, for execution. JOPES employs an electronic data processing system encompassing personnel, procedures, directives, and communication systems supporting the deployment and re-deployment of forces. It supports the integrated planning and command and control, mobilization, deployment, employment, sustainment, and redeployment activities using an improved information system.
4. There are two basic types of conflict: nuclear and conventional. Implementing nuclear or conventional forces requires different force levels. Manpower mobilization is primarily associated with conventional forces.
5. The Time-Phased Force Deployment Data (TPFDD) computer file is an all-Service, time-phased listing of units, material, non-unit personnel, and transportation required to support each OPLAN. The focus of the war planning process is the development of OPLANs with an associated TPFDD. The TPFDD provides specific requirements for developing specific mobilization plans. Periodically and interactively the JCS and the Services review, refine and update the various TPFDDs.

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1-5 Overview of the Mobilization Planning Process

1. The focus of Navy mobilization planning is to provide the forces and resources required to support various OPLANs. Thus, mobilization planning is an integral element of wartime planning.

2. To aid the Services in developing mobilization plans, JCS issued JCS Publication 4-05, "Mobilization Planning." JCS Pub 4-05 identifies responsibilities and procedures for mobilization planning and the interface of this planning with deployment planning for OPLANs requiring Presidential Selected Reserve Call-up (PSRC) or mobilization. Additionally, this publication requires each Service to prepare mobilization plans, identify major mobilization forces, identify major equipment shortfalls, and resolve deficiencies.

3. Department of Defense Directive (DODD) 3020.36 of 2 November 1988, the DoD Master Mobilization Plan (MMP), further prescribes policy and responsibilities within DoD guiding the "who" and "what" of mobilization planning. The MMP specifies major actions and coordination required by each of the services.

4. OPNAVINST S3061.1D, identifies and apportions, for planning purposes, the Navy support forces necessary to enhance and sustain those major Navy combatant forces in the JCSP. It also provides priorities and guidance for the apportionment of combat support forces to meet various contingencies. Echelon 2 and other directed commands' Manpower Mobilization and Support Plans (MMSPs) address the proper range and depth of support required for various levels of personnel mobilization.

1-6 Summary

1. The Navy actively participates in the changing environment and the resultant national military strategy. We cannot over emphasize the importance of efficiently planning and executing the activation, mobilization, demobilization, and deactivation processes necessary to support the combatant commanders operational plan.

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SECTION II

THE MOBILIZATION ORGANIZATION

2-1 Introduction

1. Several civilian and military organizations share responsibilities for conducting mobilization operations. Beginning with the President in his role as Commander in Chief of the Armed Forces and concluding with the commanders of individual military units, the mobilization process is a complex undertaking that requires constant and precise coordination among the executing commands and organizations. Appendix A provides a listing of references which further address mobilization planning, authority and execution. Appendix B provides an explanation of the acronyms used throughout this guide.

2-2 NCA

1. The NCA consists of the President and SECDEF or their duly deputized alternates or successors. Use of the term National Command Authorities signifies constitutional authority to direct the armed forces to execute military action. The NCA must authorize both the movement of forces and execution of military action. By law, no one else in the chain of command has the authority to take such action.

2-3 Congress

1. Congress can authorize full and total mobilization by either declaring war or a national emergency. In addition, Congress may authorize partial mobilization. Congress also has the authority to enact legislation to reinstate conscription (draft) under the Selective Service Act (SSA) and provide for other emergency authorities.

2-4 DoD

1. The element of the Federal government most directly involved with conducting the national security affairs of the United States is the DoD. DoD was established as an executive department of the government in 1949 with SECDEF as the head. DoD includes the Office of the Secretary of Defense (OSD), the JCS, the Joint Staff, the military departments, the unified and specified commands, and other agencies established to meet specific requirements.

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2-5 SECDEF

1. The SECDEF provides leadership for DoD and, as such, is the principal assistant to the President on all matters relating to the maintenance and employment of the Armed Forces. The SECDEF directs mobilization of reserve components units and manpower through the military departments. The SECDEF directs demobilization of the forces and oversees service compliance with existing laws, policies, and directives.

2-6 The JCS

1. The collective body, headed by the Chairman (CJCS), was formally established as the principal military advisors to the President, the SECDEF, and the National Security Council by the National Security Act of 1947. Confusion on the role of each service and the authority of the JCS led to the Goldwater-Nichols DoD Reorganization Act of 1986. This act prescribes the operational chain of command which runs from the President to the SECDEF to the combatant commanders. It also establishes the CJCS in the communications chain of command. All communications between the NCA and the combatant commanders pass through the CJCS unless otherwise directed by the NCA. The CJCS has no executive authority to command combatant forces. However, the CJCS approves OPLANS and recommends the assignment of forces to combatant commands.

2-7 Force Provider

1. The only designated command assigned this role is United States Atlantic Command (USACOM) and may be employed when requested by the JCS or the supported commander. When requested by the supported CINC, the joint force provider's role allows it to look broadly at the total forces available between the supported CINC and the Services who resource the CINC's requirements, and to consider other actual or potential missions, to ensure the optimum use of forces. The Services do the actual sourcing of forces. The force provider integrates requirements for specific support for operations other than war, when more than one Service is able to provide forces such as engineers, security, and transportation. The force provider assigns sourcing responsibility in coordination with the Service(s) and the supported CINC. It also is responsible for Joint Personnel Training and Tracking Activity (JPTTA) training at the CONUS Replacement Center (CRC) when requested by supported CINC when total force numbers are greater than 400.

2. Joint mobilization and/or demobilization processing, instituted by the JCS and/or the supported Combatant Commander, may be established in each contingency scenario. If established,

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requirements will be coordinated and issued by the force provider, or the supported combatant CINC concerned. These requirements will be coordinated with Navy Mobilization Processing Stations (NMPSS), by the Bureau of Naval Personnel (BUPERS).

2-8 Unified Command Structure

1. The combatant commands consist of unified commands (a command consisting of two or more military service forces with broad, continuing missions) and specified commands (a command consisting of one military service force with broad, continuing missions) that are either planning for or engaged in military operations.

2. In peacetime, the responsibilities of combatant commands/CINCs are consistent with legislation, military department and service policy, budgetary considerations, and local conditions. During crisis or war, the CINC's authority expands to include use of facilities and supplies of all forces under his/her command. CINCs are designated as supported (the theater CINC who is responsible for regional responsibilities within the theater), including Atlantic, European, Central, Pacific, and Southern commands, or supporting (the CINC with global responsibilities who provides forces and logistics) including U. S. Transportation Command (USTRANSCOM), U. S. Special Operations Command (USSOCOM), U. S. Space Command (USSPACECOM), and U. S. Strategic Command (USSTRATCOM).

2-9 CINCs

1. Combatant commanders (CINCs) of unified and specified commands develop OPLANs, Contingency Plans (CONPLANs), Operations Orders (OPORDs), and force requirements to address the spectrum of military operations that may occur within their respective areas. CINCs are designated as supported or supporting.

a. Supported CINCs

(1) A supported CINC has primary responsibility for all aspects of tasks assigned in the JSCP.

(2) The supported CINC develops OPLANs, CONPLANs, OPORDs, and redeployment plans in response to requirements of the JCS. As required, the supported CINC coordinates with participating allied/coalition forces to ensure adequacy of support and arranges for mutual assistance and support. Upon cessation of hostilities and on order, the supported CINC initiates the redeployment of forces and demobilization actions for reserve units that are deployed within their Area of Responsibility (AOR).

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b. Supporting CINCs. Supporting CINCs conduct mobilization training, provide augmentation forces or other support to a supported CINC, and develop supporting plans. They also ensure redeployment and demobilization plans and activities are completed expeditiously in anticipation of future crises.

2-10 United States Transportation Command (USTRANSCOM)

1. USTRANSCOM, a supporting CINC, is directly involved with supporting the Navy's mobilization process. USTRANSCOM, as the DoD single manager for transportation, provides air, land, and sea transportation to meet national security objectives. U.S. Commander in Chief, Transportation Command (USCINCTRANS) has Combatant Command (COCOM) of Military Traffic Management Command (MTMC), Air Mobility Command (AMC), and Commander, Military Sealift Command (COMSC), collectively known as the Transportation Component Commands (TCC).

2. The commanders of these TCCs have operational control of strategic lift forces. USTRANSCOM orchestrates all transportation aspects of the deliberate planning process, and, in conjunction with the joint staff, continues to develop JOPES.

2-11 COMSC

1. COMSC, the USTRANSCOM naval component command, provides sealift transportation assets in support of DoD components. COMSC's mission includes negotiating contracts with operators of commercial-scheduled container liner services that provide port-to-port delivery of military and/or container cargo. In a crisis, strategic sealift divides into two categories:

a. Surge shipping to deploy warfighting units.

b. Resupply or sustainment shipping to move support and follow-on units and supplies.

2. In addition, COMSC administers support of pre-positioned shipping.

2-12 USSOCOM

1. USSOCOM, a supporting CINC, is principally responsible for providing Special Operations Forces (SOF) to the Combatant Commander. SOF includes US Air Force and Navy Special Operations assets, as well as Army Civil Affairs, Psychological Operations, Special Forces, Rangers, and Special Operations Aviation.

2. USSOCOM is responsible for providing support to the Combatant Commander's OPLANs/OPORDs.

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2-13 DON

1. The Department of the Navy (DON) is responsible for the assignment, preparation, and support of navy and marine forces necessary for employment across the operational continuum. The DON is responsible for recruiting, structuring, stationing, manning, equipping, supplying, training, mobilizing, modernizing, administering, organizing, and demobilizing Navy forces. These functions are executed under the supervision of SECNAV and the CNO.

2-14 SECNAV

1. SECNAV is the civilian head of the Navy and is responsible for all affairs of DON. In addition to heading the Navy, the Secretary is a member of the SECDEF's Armed Forces Policy Council. The majority of the functions of SECNAV are those statutory functions performed without further delegation to the CNO, such as procurement, civil law, and civil works. Specifically, SECNAV is responsible for the civilian supervision of the administration, management, and policy formulation aspects of the missions of DON.

2-15 CNO

1. CNO is the military head of the Navy executive component (OPNAV) of DON. It exists to assist SECNAV in his responsibilities. CNO is responsible for the planning, recruiting, training, equipping and mobilization of both the regular and reserve Navy. In addition, CNO is a member of JCS.

2-16 Deputy CNO (Plans, Policy and Operations) (N3/N5)

1. CNO (N3/N5) serves as principal advisor to CNO on JCS matters; implements CNO responsibilities for development and dissemination of strategic plans and policies; serves as principal advisor to SECNAV and CNO on strategic planning, nuclear warfare, and nuclear and conventional arms control, weapon systems, National Security Council (NSC) affairs, and international politico-military matters; serves as principal advisor to CNO on technology transfer, security assistance, foreign disclosure, and international program policy issues; and maintains the current operational status of unit forces. Serves additional duty as the Navy Operations Deputy within the Operations Deputies of the JCS, a subsidiary body under the JCS.

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2. Mobilization Functions/Implementing Tasks

- a. Provide oversight of Navy mobilization planning, policy and coordination.
- b. Apportion below-the-line Navy support forces for mobilization planning.
- c. Represent Navy on all joint and OSD mobilization issues.
- d. Review CINC-validated requirements for priority, policy, and appropriate assets.
- e. Process incoming requests for involuntary recall/mobilization and transmit SELRES requirements to COMNAVRESFOR via CNO (N095). Forward requirements for PIM to CNO (N1).

2-17 Deputy CNO (Manpower and Personnel) (N1)

1. CNO (N1) is the principal advisor to CNO on Total Force Manpower and Personnel matters. Responsible for the overall management of activation, mobilization, demobilization, and deactivation processes and for the development and maintenance of a complete manpower picture for Navy and manpower reports. These reports will track for each contingency, the reserve, retired or civilian individual gained to active duty and the number of days each individual supports the contingency. They will provide for the authoritative identification of individuals in personnel-related, post-contingency follow-on actions and a historical record for post-contingency analysis.
2. CNO (N1) implements CNO mobilization directives by providing policy guidance on preparation of orders, deferment and separation criteria, screening procedures, and other manpower and personnel (MP) issues related to mobilization. Serves additional duty as Chief of Naval Personnel (CHNAVPERS). More specific functional responsibilities are provided under each assistant's or director's description.

2-18 Assistant for Naval Reserve Matters (CNO (N1R))

1. Serves as principal advisor and assistant to CNO (N1) for Naval Reserve matters.

2. Mobilization Functions/Implementing Tasks

- a. Reviews and comments on policies, procedures and criteria affecting the Naval Reserve.
- b. Serves as CNO (N1) focal point for Naval Reserve matters.

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c. Coordinates with CNO (N3/N5) on MP mobilization issues for planning and execution of JCS Command Post Exercises (CPXs) and Field Training Exercises (FTXs).

d. Coordinates with appropriate offices and commands on the training and administration of the Naval Reserve.

e. Develops and issues plans and policies for the Pre-trained Individual Manpower (PIM) program.

f. Directs Navy Mobilization Processing Sites (NMPS) operations on behalf of CNO (N1) via the Emergency Response Cell (ERC) (ERC operations are explained in section 2-21 2k(3)(d)). Recommends plans and programs for FTX tests as necessary to evaluate NMPS readiness. Directs and coordinates approved Navy-wide FTX to test and evaluate NMPS.

2-19 Director, Total Force Programming, Manpower and Information Resource Management Division (CNO (N12))

1. Develops, maintains, and manages total force MP programming; determines/validates manpower requirements. Oversees MP financial matters.

2. Mobilization Functions/Implementing Tasks

a. Develops, implements, and manages automatic data processing (ADP) systems and models for the Navy's total force manpower requirements and authorization systems. A comprehensive listing and description of MP Automated Information Systems (AIS) are reflected in appendix C.

b. Serves as assessment sponsor for MP matters. Assists claimants in justifying MP resources.

c. Develops policies and procedures for the determination and validation of total force mobilization manpower requirements. Develops officer and enlisted qualitative and quantitative manpower programmed authorizations. Coordinates, approves and documents total force ship and squadron manpower requirements in Ship Manpower Documents (SMDs) and Squadron Manpower Documents (SQMDs). Approves manpower deviations from validated authorizations.

d. Monitors Navy-wide civilian manpower issues to determine total force impact. Provides status and coordinates civilian manpower programming issues.

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e. Programming for Training and Administration of Reserves (TAR)/SELRES requirements of reserve support units (BUPERS augment units and PMTs).

f. Activate Reserve Unit Identification Codes (UICs) for reserve personnel gain to active duty at field Personnel Support Detachments (PERSUPP DETs).

2-20 Director of Naval Reserve (CNO (N095))

1. Serves as principal advisor to CNO, via the Vice Chief of Naval Operations (VCNO) on all selected Naval Reserve matters, except mobilization planning (CNO (N3/N5) function) and personnel mobilization (CNO (N1) function). Advises CNO on the status of selected Naval Reserve mobilization readiness. Serves primary duty as Commander, Naval Reserve Force (COMNAVRESFOR). In the event of mobilization will function in that capacity. See section 2-22 for a description of COMNAVRESFOR functions.

2. Mobilization Functions/Implementing Tasks

a. Recommends the size and composition of the selected Naval Reserve based on mobilization manpower requirements, and resource/program sponsor desires, and with the sponsor, prescribes allowed personnel strength of individual Naval Reserve programs and units.

b. Coordinates with appropriate commands and offices in all matters involving Selected Naval Reserve manpower, personnel and mobilization plans and policies.

c. Contributes and prepares Navy's position on policy matters or plans affecting or involving the Selected Naval Reserve.

d. Coordinates with assigned program sponsors in developing and implementing Selected Naval Reserve programs which provide manpower and deployable equipment to meet mobilization requirements.

e. Assists CNO (N3/N5) and CNO (N1) in developing plans for mobilizing Selected Naval Reserve personnel.

f. Establishes policy to be implemented by COMNAVRESFOR.

g. Assists CNO (N3/N5) in identifying Selected Reserve (SELRES) and Individual Mobilization Assets (IMAs) to be mobilized. Uses the Reserve Training Support System (RTSS) to monitor mobilization progress.

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2-21 CHNAVPERS

1. Provides for and directs the procurement, distribution, administration, and career motivation of naval personnel to meet the quantitative and qualitative manpower requirements determined by CNO; develops service-wide programs for improved human resources management; and commands BUPERS. CHNAVPERS is an additional duty of CNO (N1). CHNAVPERS subordinate commands include: Commander, Navy Recruiting Command (COMNAVCRUITCOM); Enlisted Personnel Management Center (EPMAC) and Naval Reserve Personnel Center (NAVRESPERSCEN).

2. Mobilization Functions/Implementing Tasks. The various departments within BUPERS and their assigned responsibilities are:

a. Civilian Workforce Integration Advisor (Pers-OOC). Civilian personnel mobilization coordination.

b. Administrative Office (Pers-01)

(1) Emergency Response Cell (ERC) Watch Captain; and

(2) Watchbill assignments, training qualification and ERC equipping and standup.

c. Resources Management Office (Pers-02)

(1) Claimancy programming;

(2) Claimancy budgeting guidance for activities affected by mobilization surge workloads;

(3) NAVRESPERSCEN operations; and

(4) Operations and Maintenance, Navy (OMN) funding guidance for voluntary and involuntary reserve recalls/mobilizations.

d. Office of Legal Counsel (Pers-06). Legal reviews and opinions on mobilization authorities, policies and guidance.

e. Assistant Chief of Naval Personnel (ACNP) for Military Personnel Policy and Career Progression (Pers-2)

(1) Compensation and Policy Coordination Division (Pers-20)

(a) Pay and allowances policy;

(b) Human Immunodeficiency Virus (HIV) policy; and

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(c) Reserve medical/other special pays policy.

(2) Recruiting/Retention Programs (Pers-23).

(3) In-Service Procurement (Pers-25)

(a) Management of Military Personnel Navy (MPN) order writing support; and

(b) Manages MPN fund distribution for active duty for special work (ADSW) support of the CINCs and voluntary recalls.

f. ACNP for Management Support (Pers-3) - Field Support Division (Pers-33)

(1) Provide guidance for reserve personnel gains to active duty (Pers-331); and

(2) Benefits and eligibility (Pers-334): Dependents Eligibility Enrollment Reporting System/Real-time Automated Personnel Identification System (DEERS)/(RAPIDS) support of reserve integration at mobilization and inquires.

g. ACNP for Distribution (Pers-4)

(1) Distribution Support Office (Pers-4G). Integration of reserve members into personnel distribution systems at mobilization.

(2) Distribution Management and Control Division (Pers-46). Receiving/acting on field requirements for voluntary and involuntary reserve support for Joint Task Force (JTF) when active duty personnel are not available; passes approved requirements to Pers-25 for ADSW processing or to CNO (N3/N5) for involuntary recall consideration.

h. ACNP for Personnel Readiness and Community Support (Pers-6)

(1) SELRES Educational Benefits (Pers-60)

(2) Navy Drug and Alcohol Program (Pers-63)

(3) Personal, Family, and Community Support (Pers-66)

(a) Family Service Centers (FSCs);

(b) Ombudsman training/support;

(c) Family advocacy;

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- (d) Child sexual/physical abuse;
- (e) Rape/victim assist;
- (f) Exceptional family members; and
- (g) Casualty assistance.

i. ACNP for MPN Financial Management (Pers-7)

- (1) MPN Pay and allowance funding guidance for involuntarily recalled Reservists; and
- (2) Support for mobilization pay and allowance MPN funding reports requirements, methods and formats.

j. ACNP for Military Personnel Performance and Security (Pers-8)

- (1) Transient Personnel Unit (TPU) policy/procedures; and
- (2) Deserter administration.

k. ACNP for Naval Reserve Personnel Management (Pers-9)

- (1) Naval Reserve Resource Management Office (Pers-9D). Manages Reserve Personnel Navy (RPN) fund distribution for ADSW support of the CINCs.

(2) Naval Reserve Personnel Administration Division (Pers-91). SELRES and PIM Individual Ready Reserve (IRR) administrative guidance. BUPERS special cases board (delays and exemptions) processing functions for reservists.

(3) Naval Reserve Plans Division (Pers-92)

- (a) Navy military personnel mobilization and demobilization policy development, coordination and dissemination;
- (b) Navy mobilization reporting coordination to JCS and OSD;
- (c) BUPERS program guidance and manpower management, reserve unit manpower, ERC, Personnel Mobilization Team (PMT));
- (d) ERC coordination and support of mobilization/demobilization processing at NMPS (The ERC is activated and staffed continuously during large scale mobilizations. Initial activation is by active duty personnel from BUPERS, with augmentation by a

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Reserve Component (RC) SELRES unit. The ERC receives mobilization reports submitted by each NMPS, and tracks the overall status of the mobilization. The ERC reports mobilization processing status on a daily basis to CHNAVPERs.);

(e) NMPS operations and exercises; and

(f) Mobilization training and exercises.

(4) Naval Reserve Information Resources Management Division (Pers-95)

(a) Coordination of BUPERS Reserve Information Resources Management (IRM) database operations with COMNAVRESFOR and NAVRESPERSCEN; and

(b) Navy Standard Integrated Personnel System (NSIPS) mobilization interface requirements with Pers-3 and NSIPS design with COMSPAWARSSYSCOM MP IRM Program Office (PMW 153).

1. ACNP for Information Resources Management (Pers-10)

(1) Information Resources Management Division (Pers-101)
Coordination of Manpower, Personnel and Training Information System (MAPTIS), Inactive Manpower and Personnel Management Information System (IMAPMIS), field systems, and Reserve Headquarters System (RHS) personnel system interface requirements.

(2) Information Systems and Technology Division (Pers-102)

(a) Manpower and Personnel Management Information System (MAPMIS) and field system design/modification to meet mobilization requirements;

(b) Creation/maintenance of contingency historical databases;

(c) Mobilization Exercise (MOBEX) data base support; and

(d) Source Data System (SDS) field data pre-staging for personnel mobilization processing support, accounting, and field reporting.

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2-22 Commander Naval Reserve Force (COMNAVRESFOR)

1. Directs and coordinates the activation of subordinate units and individuals. COMNAVRESFOR serves additional duty as Director of Naval Reserve, CNO (N095).

2. Mobilization Functions/Implementing Tasks

a. Implements the COMNAVRESFOR Manpower and Mobilization Support Plan (MMSP), as appropriate, in response to the CNO mobilization directive.

b. Develops and updates the COMNAVRESFOR MMSP. Reviews, approves and maintains copies of subordinate commands' MMSPs.

c. Upon receiving SELRES mobilization requirements from CNO (N3/N5), COMNAVRESFOR notifies affected reserve activities and drilling reservists via the Reserve Training Support System (RTSS).

d. Serves as the mobilization orders issuing agent for CHNAVPERs. Develops, updates and coordinates the computer-generated mobilization orders to the reserve field activities.

e. Directs and coordinates the activation of units and/or individuals under COMNAVRESFOR cognizance in response to the BUPERS mobilization and order writing guidance.

f. Maintains NSIPS (when fielded) which consolidates Reserve Standard Training Administration and Readiness Support (RSTARS)-MP pay and personnel systems for selected/drilling Reservists to include training and mobilization assignments. Maintains information and communication systems to track orders, travel requests, tickets, activation, and orders execution.

g. Upon completion of activation COMNAVRESFOR notifies CNO, BUPERS, and the applicable NMPS Local Area Coordinator for Mobilization (LACMOB) of the expected arrival time of units or individuals at the NMPS.

h. Implements BUPERS-issued delay and exemption policy for SELRES and drilling IRR personnel at the field level.

i. Acts as BUPERS agent in coordinating and processing ADSW orderwriting.

j. Coordinates with Pers-25 for MPN orderwriting as needed for unfunded voluntary recall and Pers-9D for RPN orderwriting for voluntary recall.

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2-23 Naval Reserve Information Systems Office (NAVRESINFOSYSOFF)

1. Provides Navy-wide information resources management (IRM) support and is the Central Design Authority (CDA) for manpower, personnel and training (MPT) systems for the MCAs. An Echelon 3 command that reports to Commander, Naval Reserve Force.

a. Provides data processing services to NAVRESPERScen, EPMAC and COMNAVRESFOR, and data transmission links between New Orleans and Washington, DC.

b. Maintains the Inactive Manpower and Personnel Information System (IMAPMIS) which is used for the mobilization and corporate accounting of all reserve and retired personnel.

2-24 Enlisted Personnel Management Center (EPMAC)

1. Provides centralized management support for the distribution of active duty enlisted personnel following the overall personnel management policies established by CNO (N1) and the manning policies of the four MCAs (Commander in Chief, U. S. Atlantic Fleet (CINCLANTFLT), Commander in Chief, U. S. Pacific Fleet (CINCPACFLT), CHNAVPERs and COMNAVRESFOR).

2. Mobilization Functions/Implementing Tasks

a. Evaluates personnel assignment actions.

b. Identifies personnel vacancies via the Enlisted Personnel Requisition System (EPRES).

c. Issues, evaluates and revises Navy enlisted manning plans.

d. Assigns general detail (GENDET) personnel. GENDET personnel are non-rated, non-designated enlisted personnel (SN, FN, AN).

e. Processes diary entries for personnel accounting.

f. Collects and disseminates manpower and personnel information.

2-25 Naval Reserve Personnel Center (NAVRESPERScen)

1. Provides PIM in support of Navy mobilization requirements; manages the distribution of active duty Training and Administration of the Reserve (TAR) enlisted personnel; and maintains personnel information on all inactive reserve and retired personnel. Reports to CHNAVPERs (via BUPERS).

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2. Activation Functions/Implementing Tasks

- a. Plans and directs the procurement, distribution, administration and screening of personnel and records for the Naval Reserve inactive force, except for SELRES personnel.
- b. Manages PIM records and data bases.
- c. Upon requesting and receiving funding, activates PIM by notification letters (mailgrams) and assigns them to appropriate NMPS for mobilization processing.
- d. Prepares and distributes active duty orders, forwards service and health records for PIM mobilization personnel to NMPS.
- e. Receives mobilization reports from NMPS for PIM and submits reports to CNO/CHNAVPERS on activation status of personnel, including non-compliance, and delay and exemption reports.
- f. Fills emergent fleet requirements as requested by EPMAC.

2-26 Naval Reserve Readiness Commands (NAVRESREDCOMs)/Naval Air Reserve (NAR) Commands

1. Provide guidance and direction for the proper administration of Naval Reserve activities under their cognizance. These include Naval Reserve Centers (NAVRESCENS), Naval and Marine Corps Reserve Centers (NAVMARCORESCENS) and NAR activities.

2. Activation Functions/Implementing Tasks

- a. Conducts activation/deactivation processing of assigned SELRES as directed by COMNAVRESFOR.
- b. During actual or exercise mobilizations, accumulates and consolidates data to monitor activation/mobilization progress. Reports to COMNAVRESFOR via the RTSS Unit Mobilization Reporting and Monitoring Program. Utilizes RTSS for tracking personnel in the event of mobilization.
- c. Ensures proper maintenance of SELRES health records and ensures the satisfactory physical condition of each SELRES.
- d. For activities not directly served by a Personnel Support Activity (PERSUPPACT) or PERSUPP DET, ensures proper maintenance of Naval Reservists' personnel records.

e. Develops and maintains individual manpower mobilization support plans (MMSPs). Reviews, approves and maintains copies of subordinate command's MMSPs as directed by COMNAVRESFOR.

f. Provides for logistical and administrative support to small boat units, construction forces, and Reserve crews of Naval Reserve Force (NRF) ships (when the ship is not in port).

g. Ensures Alert Conditions (LERTCONs) and telephone notifications for mobilization procedures can be implemented.

h. Ensures subordinate commands are ready to implement activation and mobilization procedures.

i. Implements delay and exemption policies as established by CHNAVPERs and monitors status of Reservists delayed or exempted from recall.

**2-27 Naval and Marine Corps Reserve Centers (NAVMARCORESCEN),
Naval Reserve Centers (NAVRESCEN), and Naval Air Reserve Sites**

1. Maintain administrative readiness to expeditiously activate assigned SELRES units in the event activation is directed. Responsible for planning, scheduling and executing all consolidated training. NAVMARCORESCENs, and NAVRESCENs report to NAVRESREDCOMs. Naval Air Reserve Sites report to Commander, Naval Air Reserve Force (COMNAVRESFOR).

2. Activation Functions/Implementing Tasks

a. Conducts or ensures that peacetime activation/mobilization training is conducted so that each incumbent of a mobilization requirement is fully qualified as rapidly as possible.

b. Ensures proper maintenance of SELRES health records and ensures satisfactory physical readiness condition of each SELRES.

c. Initiates and conducts at least one activation exercise per calendar year to ensure assigned unit readiness.

d. Recalls and activates assigned SELRES as directed by COMNAVRESFOR.

e. Accumulates and reports SELRES activation data to their respective NAVRESREDCOM or designated Air Commander, as directed by COMNAVRESFOR.

f. Administers personnel who are authorized mobilization delays or exemption.

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g. Transfers personnel to NMPS upon completion of activation processing (See Section IV 4-9).

h. Ensures LERTCONs and telephone notification for mobilization/activation procedures can be implemented by assigned units/individuals.

i. Develops and updates a local MMSP as directed by COMNAVRESFOR.

j. Maintains supplies of activation/mobilization processing forms.

k. Conducts deactivation processing for SELRES personnel upon release from voluntary or involuntary recall/mobilization.

2-28 Defense Finance and Accounting Service - Cleveland Center (DFAS-CL)

1. DFAS-CL provides accounting and finance support to DoD agencies and the military services. DFAS-CL, one of 5 centers reporting to the agency headquarters, is the primary provider of those services for the Navy through a network that is composed of central site operations and five major regional sites designated as operating locations. Navy active duty and reserve pay operations that support Navy disbursing offices are centralized in Cleveland. Retired pay operations for all of the military services are centralized there as well.

2. Mobilization Functions/Implementing Tasks

a. Establishes a Military Master Pay Account (MMPA) for members recalled to active duty and establishes Direct Deposit System (DDS) enrollment for pay and allowance distribution for members.

b. Overall financial management guidance for the DoD is issued by DFAS Headquarters. It is complemented by Navy unique accounting and disbursing guidance (i.e. Defense Joint Military Pay System (DJMS) issued by DFAS-CL, which also acts as the disbursing officer for Navy military personnel who are captured or missing in action.

2-29 CONUS Replacement Center (CRC)

1. The CRC may be included as a CINC-directed overseas training activity which prepares augmentees for joint, multi-national, and NATO assignments. The CRCs located at Fort Benning, GA, and Fort Bliss, TX, under the CINC-designated force provider, United States Atlantic Command (USACOM), provided this JPTTA support for personnel recalled to support Bosnia contingency operations. The CRC, under

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the responsibility of the force provider, serves as a "one stop" deployability confirmation activity. Training at the CRC may include, but is not limited to the following:

- a. Theater orientation/indoctrination;
- b. NATO overview;
- c. Peace operations;
- d. Legal issues;
- e. Public affairs;
- f. Additional uniforms/equipment;
- g. Special training; and
- h. Weapons qualifications.

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SECTION III

MOBILIZATION OVERVIEW

3-1 Introduction

1. In general terms, mobilization is the process of bringing the Armed Services to a state of readiness for operational missions, contingency operations, national emergencies or war.
2. Many view mobilization as a massive single event for organizing personnel and material resources to respond to a sudden national emergency. Mobilization is not an event. It is a process that begins with careful, comprehensive, and continual peacetime planning implemented in a series of flexible steps to assure maximum readiness to meet any contingency situations effectively.
3. The United States maintains Reserve Component (RC) forces sufficient to meet increased defense needs. The capability of the United States to expand its active force rapidly and efficiently through mobilization is essential in deterring potential enemies and reassuring our allies. Potential enemies must be convinced that the United States can and will mobilize and project a total (active, reserve and civilian) force in time to influence the early stages of a conflict. The RC's must be visibly able to mobilize in the required time, at the right place, and in a state of readiness to meet commitments. Likewise, given the present reliance on DoD civilians and contracted technical support personnel for weapons system support and other functional needs, the Navy manpower mobilization process must recognize and include civilian mobilization in the planning and execution process.
4. Terminology associated with mobilization is sometimes confusing, and varies among services. Appendix D lists the terms and definitions that frame all Navy personnel mobilization documents. These terms are consistent with DoD standards established in DODD 1235.10 of 1 July 1995, Activation, Mobilization, and Demobilization of the Ready Reserve.

3-2 Force Levels and Mobilization Recall

1. There are four general force levels of the Armed Services:
 - a. The active Armed Forces.
 - b. The RC in an active status (SELRES/Individual Ready Reserve (IRR)/Standby Reserve (S1). When authorized, they augment active forces up to the approved force levels. Together, the Selected Reserve and IRR comprise the Ready Reserve.

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c. The RC augmentation forces in an inactive status (Standby Reserve (S2)) that increase the Armed Forces beyond the approved existing force structure.

d. The RC augmentation forces in a retired status (USN retired/retired USNR/Fleet Reserve).

2. The DoD further defines four distinct levels of mobilization. In increasing order of magnitude they are:

- a. Selective Mobilization.
- b. Partial Mobilization.
- c. Full Mobilization.
- d. Total Mobilization.

3. Subordinate to mobilization are voluntary and involuntary recall. Voluntary recall is termed ADSW. It is constrained by peacetime budget levels. Involuntary recall is achieved under Presidential Selected Reserve Call-up (PSRC) authority discussed below. It is not constrained by peacetime budget levels but by service allocations based upon requirements.

3-3 Levels of Mobilization

1. As the operational tempo increases from peacetime to crisis or national emergency, various levels of voluntary and involuntary manpower mobilization may take place to provide the military capabilities required. Increases in operating force activity should parallel concurrent mobilization of resources and personnel. Since the system must be prepared to increase its output of necessary resources at any time, steps must be taken far in advance of a potential crisis to ensure responsive action.

2. Mobilization planning must ensure that associated logistical functions are identified and incorporated as part of the planning process. Navy manpower mobilizations may be either voluntary or involuntary. OPNAVINST 1001.20A, Standardized Policy and Procedures for the Active Duty for Special Work (ADSW) and One-Year Recall (OYR) Program, describes voluntary mobilizations used for contingency or peacetime mission support.

3. Involuntary mobilizations include:

- a. Selective Mobilization. Expansion of the active Armed Forces by Congress and/or the President to include RC units,

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individual reservists, and the associated support resources to meet the requirements of domestic emergencies not the result of an enemy attack.

b. Partial Mobilization. Expansion of the active Armed Forces by Congress (up to full mobilization) or by the President (not more than one million Ready Reserve personnel for 24 months) to include RC units, individual reservists, retirees, and the associated support resources to meet the requirements of war or other national emergencies involving an external threat to national security.

c. Full Mobilization. Expansion of the active Armed Forces by Congress and the President to the existing approved force structure. It includes all SELRES, all individual reservists, retired military personnel, and the associated support resources to meet the requirements of war or other national emergencies involving an external threat to the national security.

d. Total Mobilization. Expansion of the Armed Forces by Congress and the President to organize and/or generate additional units, personnel and associated support resources beyond the existing force structure, to meet the total requirements of war or other national emergencies involving an external threat to the national security.

e. PSRC. Another means available to expand existing forces for operational mission requirements. The President may augment active forces by involuntarily recalling units and individuals of the SELRES to active duty. The President can activate a total of 200,000 members from all services for up to 270 days. DoD interpretation of the PSRC authority allows the 270 day period to be performed under one single or multiple recall periods. The period of recall begins when members leave home, and ends upon their return home. PSRC is not considered a mobilization (defined as a "call-up") and does not require declaration of a national emergency to invoke. With use of the PSRC, the President must report to Congress within 24 hours on the circumstances and the anticipated use of the recalled forces.

3-4 Mobilization Authority

1. Mobilization/recall authority resides with the President and/or the Congress as shown in figure 3-1. The SECDEF, recommends to the President and Congress the mobilization authority required to support a given contingency, OPLAN or national emergency. The basis of this recommendation is the advice and recommendation of the Service Secretaries and the JCS. SECDEF directs mobilization of RC units and manpower through the military departments. All legal

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authority to initiate mobilization, including Executive Orders, Federal Regulations, departmental regulations, and interagency agreements, stem from United States Code (U.S.C.) and Public Law (Pub. L). Legal authority for mobilization actions can be available in peacetime, after a presidential or congressional declaration of national emergency, or in time of war. Navy will use the recall and mobilization authorities of 10 U.S.C. to augment active component forces with RC personnel when deemed necessary and appropriate by SECNAV.

MOBILIZATION AUTHORITIES					
PUBLIC LAW	MOB LEVEL	INVOKED BY	REASON	APPLICABLE TO	LIMITATIONS
10 U.S.C. 12301 (a)	Total/Full	Congress	War, National Emergency or otherwise authorized by law	Ready Reserve, Standby Reserve, Retired	Duration of war or emergency plus 6 months
10 U.S.C. 6485	Total/Full	Congress	War or National Emergency	Fleet Reserve	Duration of war or emergency plus 6 months
10 U.S.C. 12302	Partial	President	National Emergency	Ready Reserve (SELRES/IMA/IRR)	1,000,000/ 24 Months
*10 U.S.C. 12304	PSRC	President	Operational Requirements	SELRES/IMA Involuntary	200,000/ 270 days
10 U.S.C. 6485 (a)(2)	Selective	President	National Emergency	Fleet Reserve	None
10 U.S.C. 688	Selective	SECNAV	National Defense Interests	Retired members of the Navy with 20 years of active duty and Fleet Reserve	None
10 U.S.C. 12301 (b)	Selective	SECNAV	No Purpose Specified	Ready Reserve	15 Days

Figure 3-1

*Constitutes call-up and may be employed prior to mobilization

2. Some statutes permit action not requiring a declaration of national emergency or a wartime situation. The President, or in some cases, a Service Secretary, may invoke these statutes. Examples of such situations include the PSRC action as previously cited and the recall of retired personnel by the SECNAV.

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3. The President, Congress, or both, can declare a national emergency. Either the declaration of national emergency or the subsequent execution orders must specify what authority the President will invoke. Thus, he cannot simply declare an emergency and then automatically assume all associated powers; rather, he must articulate these powers. Congress may terminate the President's emergency authority at any time by concurrent resolution. Congress also retains authority to review the declaration and situation at 6-month intervals.

3-5 Overview of the Mobilization Process

1. When a crisis develops, the following sequence of events and mobilization flow as shown in figure 3-2 take place.

a. The CINC/Unified Commander of the affected geographic region notifies the CJCS after consolidation and validation of gaining command requirements.

b. As the principal military advisor to the President, CJCS coordinates with the CINCs and the NCA - composed of the President and SECDEF - to select a course of action (COA). This COA is either derived from an existing OPLAN or will be planned and executed under crisis action procedures. Force requirements (including active and reserve combat, combat support and combat service support forces) required to execute the approved COA must be determined.

c. The size of the COA force will determine the method used to provide the force. This may be limited to reserve volunteers, or may require involuntary reserve recall or mobilization.

d. Navy unit and individual requirements are forwarded by the CINCs, Navy component commanders, and sponsors to CNO.

e. Navy requirements are coordinated with the Director for Logistics, Joint Staff (J-4), the staff proponent for mobilization on the JCS. J-4 consolidates all services reserve requirements and forwards them to CJCS. CJCS informs the NCA of service requirements.

f. Once the NCA has determined that involuntary activation is required, the President may invoke an appropriate force augmentation authority. Partial mobilization and higher requires the declaration of a National Emergency.

The flowchart illustrates the process of request handling, starting with 'COORDINATION' and 'AUTHORITY'. It shows the flow of 'COORD/POLICY', 'PIM RECALL', 'UNFULFILLED REQMTS', and 'REQMTS' through various command and support units, including 'GAINING COMMAND' and 'ACCUMULATED REQMTS', leading to 'GAINING COMMAND' and 'REQMTS'.

Figure 3-2

g. In an Executive Order invoking PSRC, the President authorizes SECDEF to initiate a call-up. SECDEF allocates a portion of the authorized personnel for call-up to each of the Service Secretaries based on reserve force requirement projections. The Executive Order also normally allows the Secretary of Transportation to activate Coast Guard personnel, unless the Coast Guard is operating as a service within the Department of the Navy.

h. The supported CINC converts the approved COA into an OPORD, reviews force and unit-related support requirements, resolves shortfalls and limitations, notifies the joint planning and execution community (JPEC) that force requirements are ready for sourcing, and publishes the TPFDD letter of instruction (LOI).

i. USTRANSCOM furnishes air, land, and sea transportation to support the OPORD, by applying transportation assets against the transportation requirements identified by the supported commander. Air and sea channels for movement of non-unit sustainment and personnel are established, and schedules for air and sea are

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created. USTRANSCOM components validate transportation movement planned for the first increment, adjust deployment flow and reschedule as required, and continue to develop transportation schedules for subsequent increments.

j. SECNAV will delegate the reserve call-up/mobilization authority to the CNO for execution.

2. On receiving the order to mobilize, CNO (N3/N5) executes the authorized call-up/mobilization.

a. CNO (N3/N5) reviews CINC-validated requirements for priority, policy, and appropriate assets. CNO (N3/N5) coordinates with CNO (N1) and Commandant of the Marine Corps (CMC) to decide how to meet naval requirements (active Navy, SELRES, civilian, IRR, Standby Reserve or retired personnel manpower).

b. CNO (N1), CNO (N3/N5), Bureau of Medicine and Surgery (BUMED) and CMC coordinate to determine Navy medical augmentation requirements for Marine Corps ground and air units, gunfire liaison personnel, chaplains, Religious Specialists, and other augmentation requirements.

c. CNO (N3/N5) receives and acts on incoming requests for involuntary reserve recall/mobilization. CNO (N3/N5) coordinates with CINCs, Navy component commanders and sponsors as necessary to validate, integrate and prioritize the requirements.

d. CNO (N3/N5), with CNO (N095) assist, will transmit the SELRES requirements to COMNAVRESFOR.

e. If a recall authorization higher than PSRC is invoked and the requirements cannot be met with the SELRES, requirements will be forwarded by CNO (N3/N5) to CNO (N1) to be filled by PIM assets. CNO (N1) (who also is CHNAVPERS) will transmit the PIM requirements via BUPERS to CO, NAVRESPERScen to identify and activate qualified personnel to fill the requirements.

f. BUPERS will issue personnel and order-writing policy guidance to COMNAVRESFOR and Naval Reserve Personnel Center (NRPC), and initiate preparation of the NMPS to conduct MOB processing.

3. Upon receipt of a mobilization alert or mobilization execution order, commands and units execute mobilization plans.

4. Within Navy, NMPSs will mobilize all inactive duty military personnel, DoD civilian or other personnel as directed. Specific information on the NMPS process is in section IV. Appendix E identifies specific steps in mobilization when processing reservists and PIM for mobilization.

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SECTION IV

NAVY MOBILIZATION PROCESSING SITE (NMPS)
PROGRAM**4-1 Introduction**

1. Recent contingency operations, such as Desert Storm, Haiti, and Bosnia, provided operational insights to our existing mobilization plans and highlighted a number of areas for improvement. CNO directed establishment of a system of NMPSs to capitalize on lessons learned. Under CNO (N1) cognizance, these sites provide integrated mobilization and demobilization processing of Reservists for recall and ADSW of 30 days or more. In addition, the NMPS will provide support to DoD or Navy civilian employees and/or active duty Navy personnel deploying in support of crises, contingency response, or mobilization as directed.

4-2 Overview

1. NMPSs are naval activities with the infrastructure necessary to mobilize and demobilize all categories of RC personnel, and to support processing needs of active component and civilian personnel. The NMPS ensures complete and timely processing of RC personnel onto active duty.

2. CNO, in conjunction with CNO (N1) and the Fleet Commanders, designated 14 NMPS locations (see figure 4-1), five of which are special purpose sites. They include two ports of embarkation for Seabees (Gulfport and Port Hueneme), two U.S. Marine Corps (USMC) Marine Stations of Initial Assignment (SIA) (Camp Lejeune and Camp Pendleton) for Navy personnel assigned to USMC or USMC Support units, and Washington DC for personnel augmenting metropolitan Washington gaining commands. The NMPS provides the personnel, pay, medical, family services, equipment, uniform, and other support needed to ensure the proper processing, qualification, and outfitting of Naval Reservists before gain to active duty status and deployment to their gaining commands. The NMPS will collect and track data for determining mobilization and demobilization impact on Navy infrastructure. At demobilization, the NMPS provides the capability to receive and expeditiously out-process Reservists for return to inactive duty.

4-3 Command and Control Responsibilities

1. Appropriate commands (CNO (N1), CMC, CINCLANTFLT, CINCPACFLT, Chief of Naval Education and Training (CNET), BUPERS, BUMED, COMNAVRESFOR) support the NMPS Program

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utilizing the Naval Base/Station infrastructure ashore during the mobilization and demobilization processes. The various levels of command and control (C2) and their assigned responsibilities for the NMPS Program are:

a. CNO (N1). Responsible for the overall management of the activation, mobilization, demobilization and deactivation processes. Specifically, CNO (N1) will ensure that these personnel functions meet the defined, validated and integrated requirements of SECDEF, the Unified and Fleet Commanders, and have been approved and prioritized by CNO (N3/N5). In addition, CNO (N1) is responsible for monitoring, evaluating and reporting the status on all personnel processed through the NMPSs.

b. COMNAVRESFOR. Responsible for peacetime training and administration of assigned personnel (SELRES and drilling IRR), implementing activation and deactivation procedures at field activities, issuing mobilization orders, and for assigning the drilling reserve units and individuals to the Local Area Coordinator for Mobilization's (LACMOB's) geographic areas of responsibility. Provides primary and secondary delay and exemption board determination for drilling reserve members. Commands assigned personnel until completion of activation and subsequent transfer to the NMPS for mobilization processing.

c. NAVRESPERSCEN. Responsible for managing PIM (IRR, the Standby Reserve, Fleet Reserve, and Retired personnel) and implementing PIM activation notification at the direction of CNO (N1) as a field activity of BUPERS. Responsible for allocation of PIM members to the NMPS for PIM order writing and delivery, and also PIM record transfer to the appropriate NMPS. Provides primary delay and exemption board determinations for PIM personnel. Commands PIM personnel until they transfer to the NMPS for activation and mobilization processing.

f. EPMAC. Responsible for detailing non-rated PIM personnel after their mobilization.

e. NMPS LACMOB. Responsible for the mobilization and demobilization processing of Reservists from a defined geographic area, for designated Naval Reserve Activities (NRAs) assigned to that area, and for coordinating actions of shore commands at the NMPS to meet the needs of the recall/mobilization. Provides secondary delay and exemption

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board determinations for PIM personnel. The LACMOB's period of responsibility extends from the time the recalled Reservist transfers from the NRA to the NMPS for mobilization processing and ends upon arrival at the next intermediate station, deployment at designated ports of embarkation (POE) for outside the continental United States (OUTCONUS) deploying personnel, or until arrival at CONUS gaining command as appropriate. LACMOB responsibility during demobilization processing starts when returning Reservists arrive at the NMPS and ends when the Reservists report to their assigned NRA for deactivation processing (for drilling Reservists) or upon release from active duty for PIM personnel. Section 4-4 addresses specific LACMOB responsibilities and requirements.

2. Additional command representatives who support the LACMOB in executing mobilization and demobilization responsibilities include the Senior Reserve Advisor (SRA) and the PMT. (See figure 4-1).

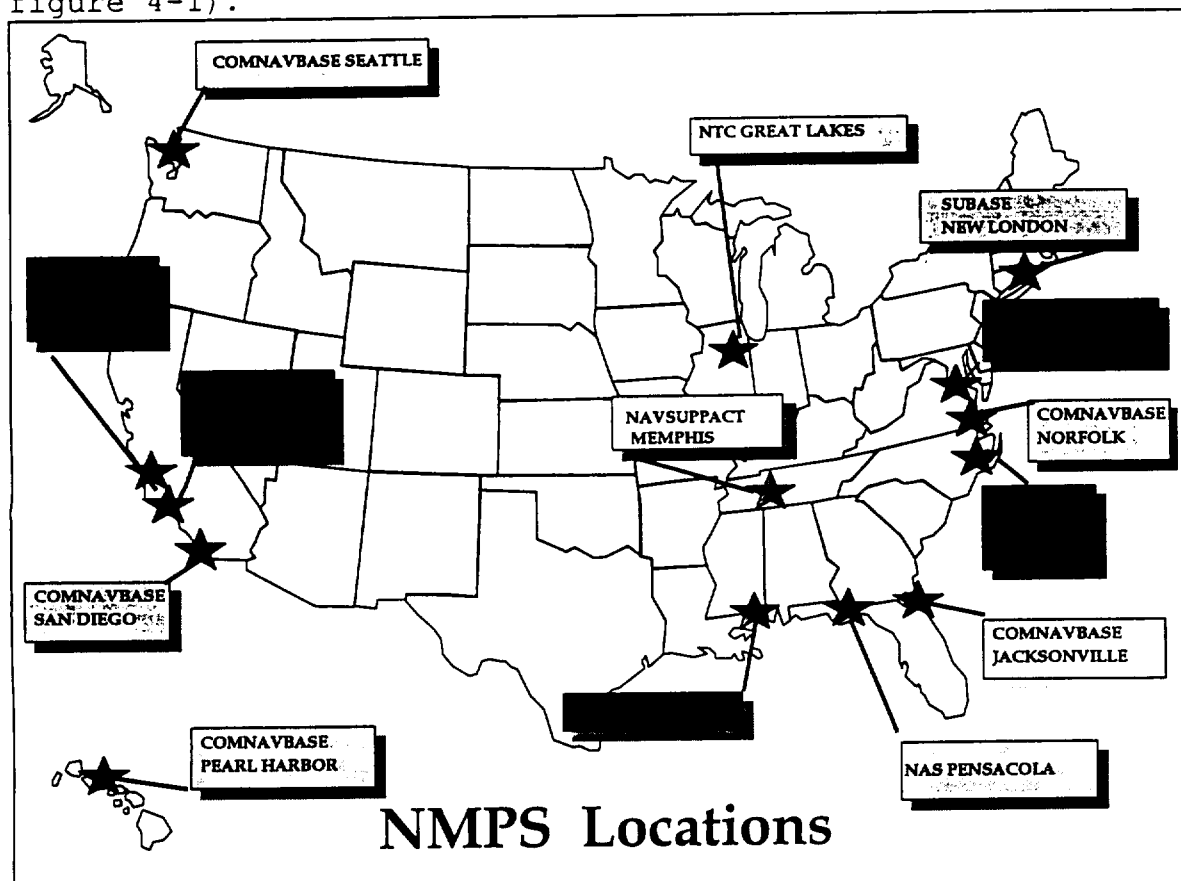


Figure 4-1

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4-4 LACMOB

1. Definition. The LACMOB is an active duty flag officer or captain (O-6) with geographic area coordination responsibilities and authorities as defined in OPNAVINST 5400.24D. The LACMOBs report to CNO (N1) for LACMOB responsibilities during mobilization planning, mobilization exercises, and during actual recall/mobilization. LACMOBs at Camp Lejeune, NC and Camp Pendleton, CA report to Headquarters, U.S. Marine Corps, Deputy Chief of Staff for Manpower and Reserve Affairs (HQ USMC DCS (MRA)). The LACMOB is assisted by a SRA, normally a pre-designated COMNAVRESFOR Echelon 4 O-6. When mobilization and demobilization processing requirements exceed active duty capabilities, the LACMOB is augmented by one or more Personnel Mobilization Team (PMT) units.

2. Function. The LACMOB is responsible for command of assigned active and reserve personnel during processing and area coordination of activities at the NMPS which support recall/mobilization processing. LACMOBs support Navy personnel augmentation requirements during peacetime, contingencies, and war, at assigned NMPSs by coordinating shore infrastructure commands and functions, to allow complete and efficient personnel processing of Navy active duty, Reserve, and/or civilian members. Specific LACMOB assignments are listed in figure 4-2.

a. During peacetime, LACMOBs ensure that Navy personnel processing is accomplished and planned by appropriate activities at the NMPS. These plans are developed and incorporated into an NMPS MMSP for the assigned site. The MMSP is submitted to CNO (N1) and to either CINCLANTFLT, CINCPACFLT, or CNET, as appropriate, for review and approval.

b. As a function of peacetime planning, LACMOBs will identify shore activity support deficiencies that degrade or prevent performance of assigned functions. The LACMOB will ensure incorporation of those deficiencies in appropriate planning and budgeting documents and will be prepared to identify and submit these deficiencies to CINCLANTFLT, CINCPACFLT, or CNET, as appropriate, and CNO (N1), when directed, to support contingency funding information needs.

c. The LACMOB normally has General Courts-Martial (GCM) authority over all military members being processed at the assigned NMPS. While at the NMPS for mobilization processing, SELRES report to and are responsible to the

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LACMOB until transfer to their next intermediate or final duty station. PIM members are subject to GCM authority of the LACMOB upon issuance of orders until processed through the NMPS enroute to their next intermediate or final duty station.

3. Duties and Responsibilities

- a. Provide integrated mobilization and demobilization processing of Reservists for recall, mobilization and ADSW for 30 days or more.
- b. Ensure PMTs assigned to support NMPS commands and activities are provided frequent and regular opportunities to train and qualify on NMPS systems and equipment.
- c. Ensure that personnel processing support capabilities are adequate to meet projected peacetime and contingency needs. Identify, document and establish corrective action plans for deficiencies.
- d. Develop, maintain and update the NMPS MMSP: submit to BUPERS (Pers-922) for CNO (N1) approval and guidance.
- e. When directed by CNO (N1), execute the NMPS MMSP in support of Navy personnel processing support requirements. If necessary, conduct Special Cases Boards (see appendix F) to hear delay and exemption requests of involuntarily recalled Reservists.
- f. Oversee the planning, execution and evaluation of annual regional NMPS mobilization exercise (MOBEX). Forward MOBEX results and lessons learned to BUPERS (Pers-922).
- g. Participate in national MOBEXs as directed by CNO (N1) or higher authority. Coordinate with CNO (N1) to resolve national mobilization policy issues.
- h. Submit required Mobilization and/or ADSW Status Report(s) (see appendix G) to BUPERS (Pers-922) as directed.
- i. Submit required Personnel Transfer Report (see appendix H) to the Reservist's follow-on activity or gaining command as directed by CNO (N1).

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j. When directed, submit required reports to CNO (N1) (and to Headquarters, U.S. Marine Corps for Marine-associated NMPS), fleet commander and other commands, as appropriate, to assist in maintaining a complete corporate picture of Navy personnel processing status, capabilities, and limitations during peacetime, contingencies, and wartime personnel processing.

k. When directed by BUPERS (Pers-922), identify and submit reports on manpower, equipment, and POM material shortfalls that limit NMPS personnel processing capabilities.

4-5 Senior Reserve Advisor (SRA)

1. Definition. A senior active duty officer from the COMNAVRESFOR claimancy, appointed by CNO (N1) in coordination with COMNAVRESFOR, to function as the RC liaison and expert. The SRA is normally a TAR officer, serving as a Regional Readiness Commander or Naval Air Reserve Commander.

2. Function. The SRA is a subject matter expert (SME) on reserve matters and provides the LACMOB with advice, assistance regarding reserve field activities, and information on the activation status of Reservists within the LACMOB's area of responsibility. The SRA will coordinate with the COMNAVRESFOR staff or NAVRESPERSCEN staff via COMNAVRESFOR, or CHNAVPERS (Pers-9) via COMNAVRESFOR. Specific SRA assignments are listed in figure 4-2.

3. Duties and Responsibilities

a. The SRA will have a thorough knowledge of the following:

(1) Applicable laws pertaining to the RC, its organization, administration and management.

(2) Policies affecting availability, funding and use of the RC for peacetime and contingency support, including ADSW, active duty training (ADT), annual training (AT), inactive duty travel training (IDTT), inactive duty training (IDT), voluntary and involuntary recall, and mobilization.

(3) The various commands and personnel systems that support RC in their inactive duty peacetime assignments; those that support their use in contingencies; and those that support their use during mobilizations and demobilizations.

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(4) The COMNAVRESFOR peacetime preparation standards for medical, dental, personnel, and pay processes and all associated systems required for recall or mobilization gain to active duty or demobilization of Reservists.

(5) The training standards, funding, manning support, capabilities, limitations, and readiness status of supporting PMT units.

(6) The capabilities and limitations of Naval Reserve Activities (NRAs) to provide supporting services and information for the NMPS. These requirements include forecasting Reservists activated and enroute to the NMPS for personnel processing, and the status of assignment and training of NRA ombudsmen to support NMPS ombudsmen.

(7) Information contained in reports on numbers, sequences, time frames and methods of transport for mobilized Reservists enroute to the NMPS; previews of special processing or equipment needs; processing priorities, if known; special cases board (delay and exemption) transfers requiring follow up action; the status of mobilization-related investigations tasked to NRAs (line of duty, Judge Advocate General (JAG), etc.); and other reports considered necessary.

(8) Planning, executing, and evaluating support for FTXs, as appropriate, to validate mobilization/demobilization capabilities.

b. Provide the LACMOB with annual COMNAVRESFOR and NAVRESPERSCEEN updates on the number, type, and origins of SELRES units and IRR members to be processed at the NMPS supported, and any revisions to NRAs normally associated with the LACMOB.

c. During recalls, mobilizations and demobilizations communicate with NRAs and the LACMOB on information for recall, and the personnel accounting and status of Reservists mobilizing and demobilizing.

d. Act as field evaluator during peacetime for systems, processes, procedures, standards and instructions associated with RC personnel recalls, mobilizations and demobilizations. Continually submit recommendations to appropriate commanders for improved preparations, accounting, and cost reductions keyed to standardization and streamlining of processes and procedures.

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4-6 NMPS Augmentation

1. Each NMPS will have a limited peacetime mobilization capability using active manning. Using in-place active manning, the NMPS will be capable of supporting small-scale mobilizations (e.g. Operation Uphold Democracy in Haiti and Operation Joint Endeavor/Guard in Bosnia) and ADSW recalls of 30 days or more. NMPSs are not provided the manning necessary to meet large-scale mobilization/demobilization (e.g. Operation Desert Storm) without augmentation. Therefore, the NMPS will be augmented during larger recalls or mobilization and demobilization operations by a designated PMT, manned by SELRES, and reporting to each NMPS LACMOB for gaining command functions.

4-7 Personnel Mobilization Team (PMT)

1. Definition. A Naval Reserve unit composed of SELRES trained and qualified to augment staffs at NMPS facilities and act as enabling forces for personnel processing needs. When mobilized PMTs offset the increased workload associated with increased personnel processing during large-scale mobilizations and demobilizations. The PMT reports to the NMPS LACMOB as their mobilization command.

2. Function. PMTs will assist the LACMOB in determining the necessary manning levels to meet anticipated workloads at their respective NMPS. LACMOBs should utilize this data to request necessary staffing adjustments (i.e. program objectives memorandum (POM), budget submissions). Specific PMT assignments are listed in figure 4-2.

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NMPS LOCATIONS WITH LACMOB, SRA, AND SUPPORTING PMT ACTIVITIES			
LOCATION	LACMOB/UIC	SRA	PMT/RUIC
NEW LONDON, CT	COMSUBGRU TWO/55429	NAVRESREDCOMREG ONE	PMT 101, PROVIDENCE/ 86747
WASHINGTON, DC	COMNAVDIST WASHINGTON/ 00171	NAVRESREDCOMREG SIX	PMT 906, WASHINGTON/ 86739
NORFOLK, VA	COMNAVBASENORFOLK/ 61463	NAVAL AIR RESERVE NORFOLK	PMT 3106, NORFOLK/81372 PMT 504, FORT DIX/86745
CAMP LEJEUNE, NC	MCB CAMP LEJEUNE/ 67001	NAVRESREDCOMREG SIX	PMT 1007, WILMINGTON/ 86743
JACKSONVILLE, FL	COMNAVBASE JACKSONVILLE/ 09697	NAVRESREDCOM REG EIGHT	PMT 3208, JACKSONVILLE/ 81369
PENSACOLA, FL	NAS PENSACOLA/00204	NAVRESCEN PENSACOLA	PMT 1611, PENSACOLA/ 86734
GULFPORT, MS	CBC GULFPORT/62604	NSA NEW ORLEANS	PMT 1410, GULFPORT/ 86734
MEMPHIS, TN	NAVSUPPACT MEMPHIS/00639	NAVRESREDCOMREG NINE	PMT 1309, MEMPHIS/ 86736
GREAT LAKES, IL	NTC GREAT LAKES/00210	NAVRESREDCOMREG THIRTEEN	PMT 1813, GREAT LAKES/ 86731
BREMERTON, WA	COMNAVBASE SEATTLE / 68742	NAVRESREDCOMREG TWENTY-TWO	PMT 3022, BREMERTON/ 86753
PORT HUENEME, CA	CBC PORT HUENEME/62583	NAVRESREDCOMREG NINETEEN	PMT 2820, PORT HUENEME/ 86751
CAMP PENDLETON, CA	MCB CAMP PENDLETON/ 0681	NAVRESREDCOMREG NINETEEN	PMT 2419, LONG BEACH/ 86754
SAN DIEGO, CA	COMNAVBASE SAN DIEGO/ 00242	NAVRESREDCOMREG NINETEEN	PMT 2619, SAN DIEGO/ 86752 PMT 2218, AURORA/86729
PEARL HARBOR, HI	COMNAVBASE PEARL HARBOR/ 61449	NAVRESREDCOMREG NINETEEN	PMT 3620, HONOLULU/ 81374

Figure 4-2

3. Duties and Responsibilities

a. Perform training, qualification, and support for their associated NMPS. PMTs will be co-located with their assigned NMPS where possible based on reserve demographics and unit manning priority. PMT personnel will perform drills at their appropriate NMPS activities, as coordinated locally, to maximize training qualifications, and provide peacetime contributory support.

b. During mobilizations/demobilizations CNO (N1) will request activation/deactivation of the supporting PMTs for their respective NMPS when recommended by the LACMOB, or automatically in large recalls/mobilization.

4-8 PMT Commanding Officer

1. Mission/Function. Command Reserve PMT unit. During peacetime organization and training, the PMT commanding officer (CO) will ensure unit preparation to provide assigned LACMOB activities with the following support:

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a. Provide LACMOB with the ability to expand Navy processing capabilities during peacetime, contingencies, and war.

b. Assist in the accounting, command, control and deployment/redeployment of mobilized forces.

c. Provide LACMOB with the capability to hear delay and exemption requests (special cases boards) of involuntarily recalled Reservists and to recommend action to the LACMOB.

d. Coordinate the unit's activation and deployment to the NMPS gaining commands, and its redeployment to and deactivation at the appropriate NRA upon completion of duties.

2. Duties and Responsibilities

a. When directed, activate/mobilize the unit and report to the LACMOB to assist in coordinating the increased personnel processing requirements needed for large-scale mobilizations/demobilizations.

b. In coordination with the LACMOB and activities at the NMPS, ensure frequent, coordinated training and smooth integration of PMT unit members. Ensure unit members rapidly attain work station and watch station qualification, and maintain individual member qualifications through peacetime support at the NMPS activities.

c. Keep the LACMOB, SRA and parent NRA appraised of the structure, manning and training status of the unit, plans for unit training and employment, the planning, execution and evaluation of annual NMPS MOBEXs, and recommendations for peacetime support.

d. Recommend changes to the structure of the PMT unit as NMPS activities, functions, systems and equipment change, and when the unit mission changes.

e. In concert with NMPS activities, the LACMOB, and the SRA, periodically evaluate individual processes established for peacetime mobilization preparation of Reservists, and their mobilization and demobilization processing. Where appropriate, make recommendations for process improvement, cost reduction, and streamlining up the chain of command to BUPERS (Pers-922).

f. Assist LACMOB in maintaining and updating the NMPS MMSP annually.

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g. Assist LACMOB and NMPS activities in MMSP-related training.

h. Assist LACMOB in the management and evaluation of exercises and drills.

i. Act as LACMOB expert on mobilization issues and processes; this includes working directly with the LACMOB's designated NMPS coordinator to ensure the liaison required in maintaining expertise in areas outside LACMOB's direct responsibility (such as activation and deactivation processing at the NRA).

4-9 Mobilization Procedures Overview

1. Recall of identified RC personnel for any Naval Reserve peacetime recall to active duty of 30 days or more, all contingency-related recalls, and all types of mobilizations is a two step process: activation and mobilization (see figure 4-3).

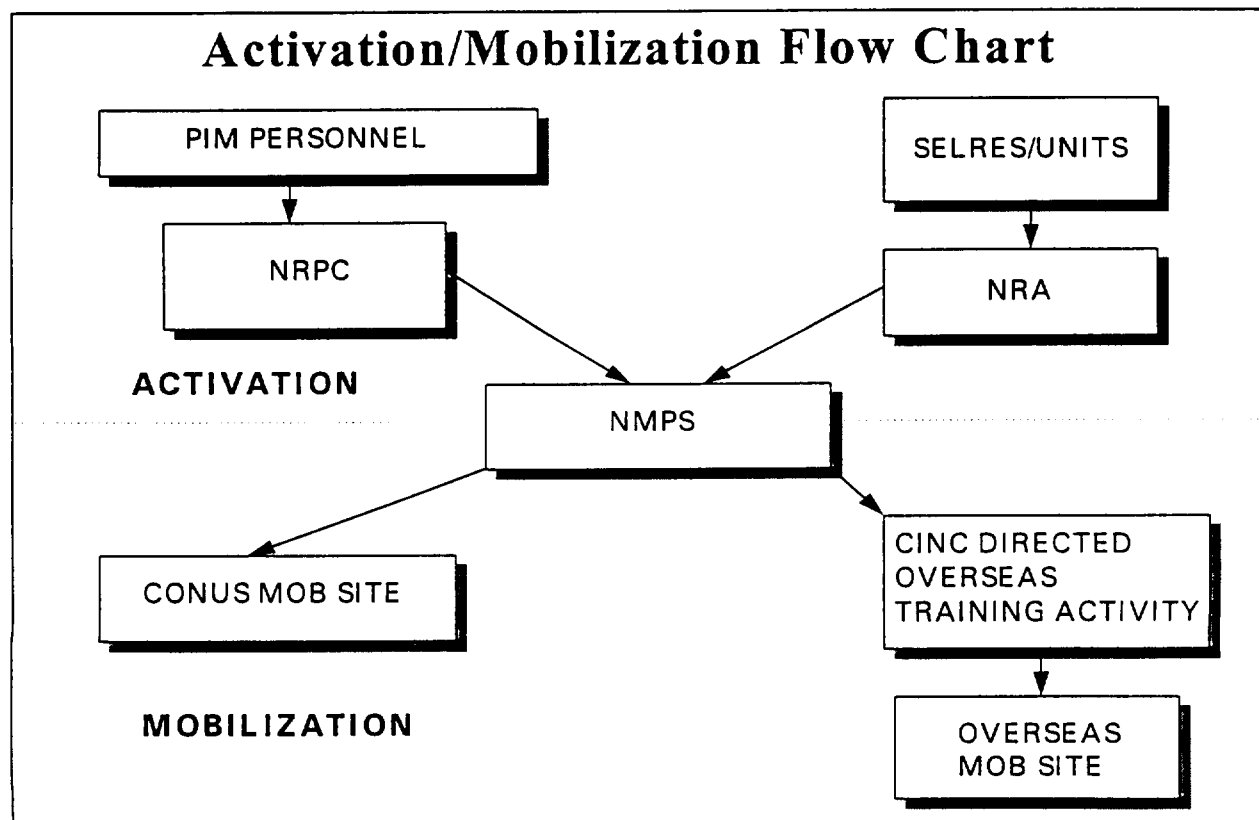


Figure 4-3

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a. Activation

(1) When directed by CNO, COMNAVRESFOR will direct SELRES members to report to their parent NRA for activation screening and processing.

(2) When directed by CNO, NAVRESPERScen performs notification and initial activation screening of PIM members then directs qualified PIM members to report to the NMPS for full mobilization processing, including any activation screening beyond NAVRESPERScen capabilities.

b. Mobilization

(1) All activated members, SELRES and PIM, report to a designated NMPS for mobilization processing.

(2) Other Navy personnel (active, civilian or special communities) requiring some form of recall/mobilization or deployment and/or demobilization or re-deployment processing report to a designated NMPS, when directed.

2. During involuntary recalls and mobilizations, CHNAVPERs will issue policy and procedures for order writing, screening, criteria for delay and exemption, and processing priorities to meet validated force and manpower requirements.

3. SELRES Activation Processing

a. Upon recall notification, SELRES will report to their parent NRA for activation processing. The NRA will expedite those designated units/individuals requiring accelerated processing to meet CINCPAC immediate requirements. The NRA will establish a personal recall file on all activated Reservists to include a copy of their: recall orders, activation check list, transportation arrangements, special cases board (delay and exemption) results, and any other information pertaining to recall. The NRA will ensure the following in accordance with the check list in appendix I and as directed by COMNAVRESFOR:

(1) Recall notification and explanation of documentation necessary for processing;

(2) Orders printing, endorsement and delivery. Ensure Reservists have read their orders and understand they must process through all Intermediate Activities/PERSUPP DETs prior to reporting to their Ultimate Activity/PERSUPP DET. Types of orders and associated entitlements may vary among Services. For Navy, recall orders fall under two broad categories:

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(a) Either voluntary ADSW orders or involuntary recall/mobilization orders depending upon the authorities and funding available at the time of order writing.

(b) PSRC orders will normally use CHNAVPERs Permanent Change of Station (PCS) type orders with limits or prohibitions on the movement of dependents and household goods.

(3) Initial delay and exemption screening. The NRA is the first location that considers eligibility for delays and exemptions during the activation process. The NRA will notify BUPERS (Pers-922) and the NMPS of any pending delay or exemption (see appendix F);

(4) Initial medical/dental screening and records delivery;

(5) Service record screening/update and record delivery;

(6) Initial Mobilization Transaction Code (MOBTAC) data flows to the appropriate NMPS PERSUPP DET;

(7) Mobilization Availability Status (MAS)/Individual Mobilization Status (IMS) reporting in RHS;

(8) Initial legal requirements review and counseling, including requirements for powers of attorney and will documents;

(9) Security clearance verified and annotated on orders;

(10) An appropriate seabag inspection conducted and uniforms issued or shortfalls identified for fill at NMPS;

(11) Household goods (HHG)/privately owned vehicle (POV) stored, as appropriate;

(12) Family Care Plan reviewed and Reservist counseled on requirements. Reservist provided information on ombudsman program for family members;

(13) Transportation coordination arranged for unit/Reservist to appropriate NMPS;

(14) Conduct orientation briefings on Soldiers and Sailors Civil Relief Act (SSCRA) and Uniformed Services Employment Right and Responsibilities Act (USERRA) and the means by which benefits may be obtained.

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(15) Employer Survey form(s) completed;

(16) Review of the Reservist's Activation Check List (appendix I) for completeness and correctness. Retain the completed original check list and provide Reservists with a copy for themselves and a copy to provide to the NMPS LACMOB representative;

(17) Preparation of the Personnel Transfer Report (appendix H) identifying Reservists completing activation and transferring to the NMPS; and

(18) Expedite designated units/individuals requiring accelerated processing to meet CINC immediate requirements.

b. Upon completing the Activation Check List at the NRA, Reservists are directed to report to the designated NMPS for mobilization processing at the scheduled date, time and place.

4. PIM Activation Processing

a. NAVRESPERSCEN will notify PIM members recalled to active duty at home via mailgrams, listing required documentation they must provide to NMPS activities at time of processing. NAVRESPERSCEN will ensure the following:

(1) Conduct initial PIM activation screening to determine mobilization readiness;

(2) Evaluate PIM members claiming a qualification for delay or exemption at a special cases board (see appendix F);

(3) Preparation of the Personnel Transfer Report (appendix H) identifying PIM members completing activation and reporting to the NMPS;

(4) Order PIM members considered mobilization-capable to report to a designated NMPS for mobilization processing;

(5) Forward PIM members' service, dental and health records to the appropriate NMPS PERSUPP DET; and

(6) Forward PIM members' recall/mobilization orders to the NMPS LACMOB representative for delivery.

5. NMPS Mobilization Processing

a. Upon completing activation, both SELRES and PIM members report to the designated NMPS for mobilization processing. To

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ensure timely processing and meet the fleet commanders' deployment time requirements, the NMPS will make every attempt to process Reservists within a maximum of 72 hours from arrival to their departure for mobilization assignment. Certain specific unit/individuals will require expediting the processing to meet immediate CINC requirements.

b. The maximum throughput processing goal of each NMPS for mobilization is 200 personnel per day per designated NMPS PERSUPP DET. Sites with multiple PERSUPP DETs will be required to meet the goal of 200 for each PERSUPP DET within their organizational area of responsibility.

c. The NMPS will establish a personal recall file on all mobilized Reservists to include a copy of their: recall orders, Activation and Mobilization Check Lists, transportation arrangements, special cases board (delay and exemption) results, and any other information pertaining to recall. Additionally, if the Reservist's orders include assignment to a CINC-directed overseas training activity they will be given a CRC (JPTTA) Checklist which must be completed along with the NMPS Mobilization Checklist. The Reservist's personal file must also include a copy of the CRC JPTTA Checklist.

d. The NMPS will ensure the following in accordance with the checklist in appendix J:

(1) Conclude special cases board (delay and exemption) processing, as required in appendix F;

(2) Gain Reservist to MAPMIS;

(3) Establish MMPA (The NMPS PERSUPP DET is the only location authorized to gain a member to active duty and ensures timely completion of the pay actions listed on the NMPS Mobilization Checklist that are required to properly establish the MMPA before the member detaches);

(4) Endorse orders;

(5) Issue green identification (ID) card;

(6) PERSUPP DET documents validated/updated, eligibility and entitlements enrollment and service record delivery;

(7) Navy active duty physical requirements are met including special inoculations and tests;

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(8) Obtain will(s), powers of attorney (POA), and briefings on Uniformed Services Employment and Reemployment Rights Act (USERRA) and other legal matters relevant to recall/mobilization;

(9) Receipt of family service briefings and counseling;

(10) Properly uniformed and equipped;

(11) Mobilization orientation training complete, as appropriate;

(12) HHG/POV storage needs met, as appropriate;

(13) Arrange onward transportation;

(14) Completion of theater orientation training and special qualification or equipping, as directed;

(15) Review of the Reservist's Mobilization Checklist (appendix J) for completeness and correctness. Retain the completed original checklist and provide Reservists with copy for themselves. If CRC (JPTTA) is required, provide Reservist a copy of the Mobilization Checklist to provide to the CRC (JPTTA) activity. Gaining command activities do not require a copy of the Reservist's Mobilization Checklist;

(16) If required, review Reservist's CRC (JPTTA) Check List for completeness and correctness. Retain a copy of the completed check list and provide Reservists with the original to provide to the CRC (JPTTA) activity and a copy for themselves. Gaining command activities do not require a copy of the Reservist's CRC (JPTTA) Checklist;

(17) Submit required Mobilization and/or ADSW Status Report(s) to BUPERS (Pers-922) as directed (see appendix G);

(18) Preparation of Personnel Transfer Report (appendix H) identifying Reservists completing mobilization and transferring to a follow-on assignment and/or gaining command; and

(19) Expedite designated units/individuals requiring accelerated processing to meet CINC immediate requirements.

e. Upon completing the Mobilization Checklist (appendix J), and CRC (JPTTA) Checklist if required, Reservists will be ordered to either a follow-on assignment or to their gaining command.

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4-10 Reserve Recall Processing

1. For mobilization planning purposes for drilling Reservists, individual personnel processing normally requires about 5 to 7 days from the date of activation at the NRA to reporting to the gaining command. This time frame accommodates travel plus 1 to 2 days of activation processing at the NRA and 3 to 5 days of mobilization processing at the NMPS. If CRC (JPTTA) training is required, an additional 5 to 7 days must be added to the days required for NRA and NMPS processing (see figure 4-4). For deliberate planning purposes total processing inclusive of CRC (CINC-directed) is about 15 days.
2. Reservists who remain INCONUS will process through their respective NRA and assigned NMPS enroute to the gaining command/ultimate duty station. They will not process through the CRC (JPTTA). Reservists deploying OUTCONUS to theater operations may be directed in their orders to process through the CRC (JPTTA) for orientation/training/equipping as required by the area CINC. This will normally affect units and individuals assigned to joint, multi-national, and NATO assignments.
3. CRC (JPTTA) and gaining commands will be notified of Reservists reporting to them by the designated NMPS when mobilization processing is completed. NMPSs will prepare a Personnel Transfer Report each time a Reservist completes mobilization processing and will include the Reservist's detachment date, time and estimated time of arrival to the CRC (JPTTA) and/or the gaining command. Personnel Transfer Reports to gaining commands will include the anticipated period of time to complete CRC (JPTTA) training. If processing delays occur at the CRC (JPTTA), then the CRC becomes responsible for notifying the Reservists' gaining command of the delay.
4. Reservists in-processed at the CRC (JPTTA) for training and equipping must also out-process through the CRC (JPTTA) site when demobilizing. Demobilization processing at the CRC (JPTTA) will include returning or accounting for issued equipment and clothing and receiving required outbriefings or screenings prior to reporting to the NMPS for demobilization. Five to seven days are required to out-process through the CRC (JPTTA).
5. Gaining commands must prepare a Personnel Transfer Report (appendix H) when releasing Reservists to notify the CRC (JPTTA) and/or the NMPS of the Reservist's detachment date, time and estimated time of arrival. For Reservists out-processing through the CRC (JPTTA), the Personnel Transfer Report to the designated

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NMPS will include the anticipated period of time necessary for the Reservist to complete the CRC (JPTTA) training and their expected arrival date to the NMPS.

6. Upon detaching from the CRC, Reservists must report to the NMPS where previously mobilized for separation processing. For Reservists out-processing via CRC (JPTTA), CRC (JPTTA) will notify the NMPS via message or fax including the Reservist's detachment date, time and estimated time of arrival to the NMPS.

7. For demobilization planning purposes, individual personnel out-processing requirements will require about 7 days from the date of detachment from the gaining command to the Reservist's home of record. This time frame accommodates travel plus 3 to 5 days of out-processing at the NMPS and 1 to 2 days of out-processing at the NRA. If CRC (JPTTA) out-processing is required, an additional 5 to 7 days are needed and must be considered when calculating the total period of time needed to return Reservists to their home of record (see figure 4-4).

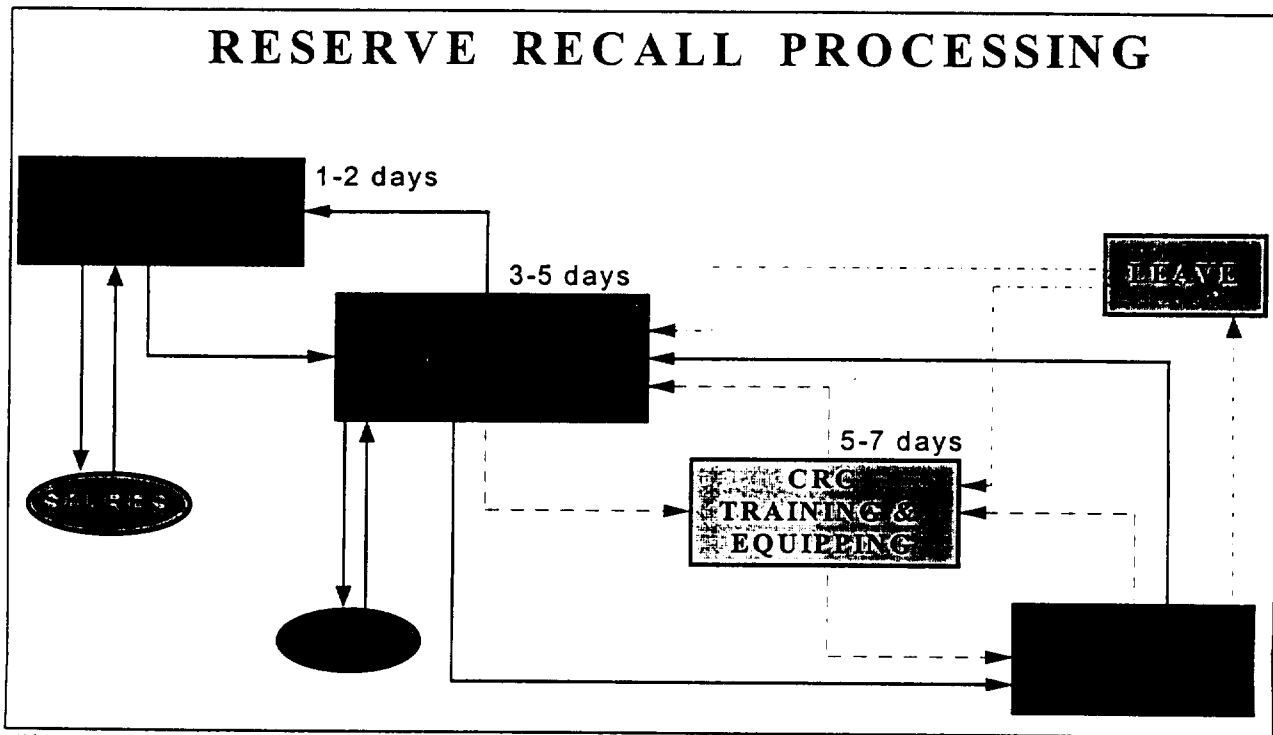


Figure 4-4

4-11 Gaining Command Requirements

1. Upon reporting to the gaining command, the Reservist and gaining command must both understand the duration of the Reservist's orders and the established projected rotation date

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(PRD) annotated in the orders. All orders will be endorsed. Gaining commands have the authority to release recalled Reservists at any time prior to, or at the member's PRD due to mission accomplishment, requirement termination or other reason as appropriate.

2. When releasing Reservists, the gaining command must endorse the Reservist's original orders, showing date released. Additionally, the gaining command must notify BUPERS (Pers-922), the command's Navy Pay/Personnel Administrative Support System (PASS) activity, required intermediate station commands, and the applicable NMPS of the impending release at least 7 days in advance. For those released for personal or disciplinary reasons, the reason for such release must be specified. For each contingency, BUPERS (Pers-922) will provide specific points of contact and guidance in their mobilization directive. Gaining commands will not complete the Reservist's final pay record close-out and strength loss. This function must be accomplished only at the PERSUPP DET supporting the NMPS.

3. Gaining commands must release recalled Reservists from their assigned duties in time to permit travel, demobilization processing at the CRC (JPTTA) and/or NMPS, leave, and deactivation processing at the NRA before the termination of their orders (see figure 4-4). Prior to releasing Reservists, gaining commands must prepare a Personnel Transfer Report (appendix H) to notify the CRC (JPTTA) and/or the NMPS of the Reservist's detachment date, time and estimated time of arrival.

4. Additionally, gaining command releasing requirements include:

a. Accrued Leave. Any accrued leave the Reservists may have earned and requests to use must also be included in the total number of days required to return Reservists to their home of record.

(1) Reservists on active duty for 30 days or more accrue leave in accordance with the Navy Military Personnel Manual (MILPERSMAN 3020040).

(2) Gaining commands must allow Reservists to take earned leave within the period of the orders. However, Reservists may opt to sell back earned leave if they have not reached the 60-day career sell-back limit. (Reservists on active duty in support of a designated contingency operation may be authorized to sell back leave in excess of 60 days in accordance with DoD Financial Management Regulations (FMR) policy issued for the specific operation).

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(3) Reservists involuntarily recalled nearing their PRD, may opt to be voluntarily retained on active duty past their normal release date for up to the number of days of leave accrued.

b. Fitness/Evaluation Reports. Gaining commands will complete Fitness/Evaluation reports, in accordance with BUPERSINST 1610.10, Navy Performance Evaluation and Counseling System, prior to releasing Reservists from their command.

c. Disciplinary Cases Administration. Reservists pending disciplinary action under the Uniform Code of Military Justice (UCMJ) may be retained on active duty without their consent, consistent with applicable laws and regulations, pending resolution of proceedings and completion of the execution of any sentence (as provided by MILPERSMAN 3420320). Gaining commands must ensure any disciplinary action is appropriately resolved and documented prior to releasing such Reservists from the command.

d. Medical out-processing. Specific medical processing guidance for Reservists on active duty in support of a designated contingency operation will be provided to gaining commands at the time of recall by BUPERS (Pers-922). Gaining commands are not required to perform separation physicals. However, in-theater commands may be tasked to perform specific medical screening requirements prior to detaching the Reservist. Separation physicals will be conducted at the NMPS.

4-12 Demobilization Procedures Overview

1. Demobilization of recalled RC personnel is a two step process: demobilization and deactivation. Demobilization processing for both SELRES and PIM members will take place at the NMPS (see figure 4-5). After demobilization processing at the NMPS, SELRES personnel deactivate through their assigned NRA. The NMPS deactivates PIM members to their home of record and forwards all records to NAVRESPERSCEN. Any Reservist who initially processed through the CRC (JPTTA) during mobilization will return through the CRC prior to reporting to the NMPS for demobilization.

2. Time-phasing of demobilization will prevent overloading NMPS facilities and locations. However, plans must accommodate the possibility that any NMPS could become a demobilization staging area with large numbers of personnel returning rapidly to the CONUS from OUTCONUS locations for separation processing.

3. The principal impact at demobilization is expected to be medical since all personnel leaving active duty, by Navy policy,

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must have a complete physical examination. To protect the individual and the Navy, those failing the physical will be retained on active duty until their physical condition is fully evaluated and resolved in accordance with applicable BUMED instructions. The NMPS LACMOB is responsible for tracking and reporting the Reservist's medical hold status and reason to BUPERS (Pers-922) in their demobilization and/or ADSW status report(s).

4. The maximum goal of each NMPS for demobilization throughput processing is 200 personnel per day, per PERSUPP DET. Those sites with multiple PERSUPP DETs should expect a maximum throughput goal of 200 for each PERSUPP DET within their organizational area of responsibility.

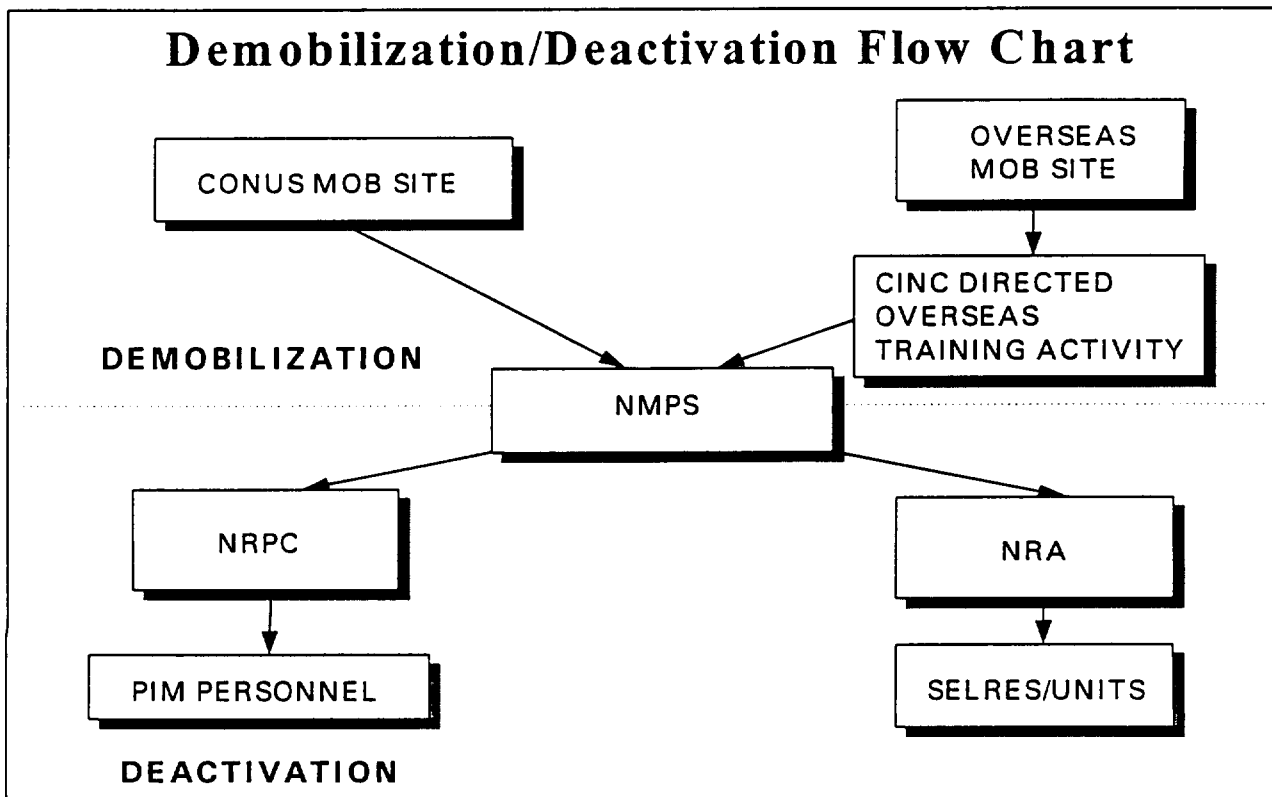


Figure 4-5

5. NMPS Demobilization Processing

a. Both SELRES and PIM members will report to the NMPS for demobilization processing. Records pertaining to demobilization processing will be included in the Reservist's already

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established personal recall file. The NMPS will ensure the following in accordance with the checklist in appendix K:

- (1) Removal from MAPMIS;
- (2) Gain into IMAPMIS/RHS or discharged, as appropriate;
- (3) Close the MMPA including completion of the Forecast Separation Pay Computation;
- (4) Issue red ID card;
- (5) Liquidate travel claim;
- (6) Pay Reservist upon release;
- (7) Prepare and issue DD-214 and service record delivery;
- (8) Conduct release from active duty (RAD) physical examination in accordance with BUMED guidance and policies;
- (9) Receive and account for accountable uniforms and equipment (if not covered by CRC (JPTTA) activities);
- (10) Brief and counsel Reservist on FSC programs for which Reservists and their families are eligible due to recall/mobilization;
- (11) If Reservist desires, brief and counsel member again on USERRA. (The USERRA brief is provided during mobilization. However, some Reservists may desire a review prior to being demobilized);
- (12) Arrange retrieval of stored HHG/POV;
- (13) Arrange homeward transportation;
- (14) Review of the Reservist's Demobilization Checklist (appendix K) for completeness and correctness. Retain the completed original checklist and provide Reservists a copy for themselves and a copy to provide to the NRA. For PIM members, include a copy of their completed Demobilization Checklist in their service record;
- (15) Submit required demobilization and/or ADSW status report(s) to BUPERS (Pers-922) as directed (see appendix G); and

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(16) Preparation of Personnel Transfer Report (appendix H) identifying Reservists completing demobilization and transferring to their assigned NRA for deactivation.

6. Deactivation Processing

a. After demobilization at the NMPS, previously drilling Reservists will report to their parent NRA to turn in personnel records and undergo deactivation processing in accordance with the checklist in appendix L. The NRA will reestablish the Reservist's drill status and initiate billet assignment as determined by COMNAVRESFOR.

b. PIM members will undergo deactivation at the NMPS. Upon completion of deactivation, the NMPS will ensure the following in accordance with the checklist in appendix M:

(1) Forward PIM service records to NAVRESPERSCEN;

(2) Forward PIM medical and dental records to the Department of Veterans Affairs, unless otherwise directed;

(3) Release PIM members for travel to their designated home of record. Upon arrival and completion of any appropriate leave, PIM members are released from active duty with no further deactivation processing required on their part; and

(4) Preparation of Personnel Transfer Report (appendix H) to NAVRESPERSCEN identifying PIM members completing deactivation and returning home.

4-13 NMPS Structure

1. Processing Stations. Each NMPS will have several functionally-oriented processing stations to accomplish the mobilization/demobilization actions outlined above. These will include PERSUPP DET, medical and dental, supply (special gear, equipment, and uniforms), passenger transportation (scheduling and coordination), legal services, family services, chaplains, and training coordination. Specific processing station requirements and responsibilities are addressed in sections 4-14 through 4-22.

2. The NMPS infrastructure supports all required mobilization and demobilization functions under the authority of the LACMOB, to include:

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- a. Access to both the MAPMIS and IMAPMIS systems, as well as COMNAVRESFOR's Reserve Headquarters System. These systems contain data on all RC personnel;
- b. PERSUPP DET's equipped with adequate SDS terminals and Host Processor capacities;
- c. Adequate medical and dental treatment facilities;
- d. Supply activities capable of providing uniforms, organizational equipment, and individual combat equipment (OCIE);
- e. Passenger transportation support;
- f. Legal services support;
- g. FSC support;
- h. Chaplain support;
- i. Capability to provide selected training for overseas deploying personnel, and skill screening and refresher training coordination for recalled PIM personnel if required.
- j. Facilities for berthing, messing, and local on/off base transportation support. This includes leasing, contracting, or requisitioning these facilities from local civilian resources when necessary to meet the specific needs of mobilization and demobilization.

3. NMPS IRM Support. NMPS processing stations are planned to ultimately be linked via a personal computer-based system to provide accounting, coordination, tracking, and control of personnel during processing, and information support for reporting requirements. Each NMPS processing station would have a terminal linked to a local area network. These local systems would operate on standard software and be used to coordinate and track processing personnel, collect statistical data of interest, and assist in reports generation associated with mobilization and demobilization.

4-14 PERSUPP DET Processing Station

1. The designated NMPS PERSUPP DET is the initial entry point for activation/mobilization processing for PIM and SELRES. The designated NMPS PERSUPP DET is the only authorized location to process a SELRES gain to active duty. PERSUPP DET provides centralized pay and personnel administration for Navy personnel

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and supports travel requirements. PERSUPP DET activities include:

- a. Initial processing, establishing an NMPS IRM record.
 - b. Initiating personnel gain actions to MAPMIS and JUMPS.
 - c. Report gaining Reservists to NMPS, CHNAVPERS, DFAS-CL, and DEERS.
 - d. Providing a projected leave and earnings statement for recalled/mobilized Reservists. Provide an advance of basic pay, if authorized, and, when necessary, compute and deliver regular pay on scheduled paydays until central site delivery of pay via JUMPS commences.
 - e. Provide Reservist an NMPS processing schedule and NMPS orientation.
2. The PERSUPP DET monitors, evaluates and reports the status and progress of processing Reservists as directed by the LACMOB.

4-15 Medical Processing Station

1. Mobilization medical processing at NMPS may occur at hospitals or clinics directed by the LACMOB and as outlined within the local NMPS MMSP.
 - a. For drilling Reservists, medical processing at mobilization should consist primarily of record screening for necessary inoculations and mandated tests, and support of those medical evaluations that cannot be accomplished at NRAs but necessary to ensure Reservists meet active duty physical requirements or special criteria (i.e. ocular inserts for gas masks).
 - b. PIM members require full medical processing. PIM members with missing or incomplete records, undocumented medical claims, or problems will require full investigation and evaluation. Medical standards are the same for all mobilizing personnel.
2. Physical results will be recorded in the NMPS IRM system, when available, for mobilization reporting, special cases board (delay and exemption) evaluations, and post-mobilization analysis purposes.

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4-16 Dental Processing Station

1. NMPS dental processing will occur at LACMOB-designated dental facilities as outlined within the local NMPS MMSP.

a. Similar to medical processing, dental processing for drilling Reservists should consist primarily of records or other screenings necessary to ensure Reservists meet active duty standards.

b. PIM members may require more extensive evaluation, treatment and processing to ensure they meet active duty standards.

2. Dental examination results will be recorded in the NMPS IRM System, when available.

4-17 Supply Processing Station

1. Supply processing will include the immediate and proper equipping and uniform support of mobilizing Reservists, the storage of authorized HHG during their mobilization as required, and, in some cases, the coordination of certain equipment or material shipments with that of personnel deployments to designated ports of embarkation (POE).

2. Supply support also may include coordination of berthing, messing, and related support. This support may be organic to the NMPS, contracted out or requisitioned to meet needs. Specific arrangements will vary by site and depend upon base loading and other factors best addressed and planned at the local level.

3. Supply support may include providing local transportation between berthing and messing sites and processing stations, as well as baggage transport and storage.

4. The supply processing station will coordinate provision of special uniform support, individual combat equipment, weapons, and gear as directed by the LACMOB based on individual outfitting requirements.

5. Assignment and accounting data and status will be recorded in the NMPS IRM system, when available.

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4-18 Passenger Transportation Processing Station (NAVPTO)

1. The NAVPTO, through the PERSUPP DET, will arrange onward transportation for mobilized personnel. Transportation may be surface or air travel, to a POE, either an overseas or CONUS destination, as appropriate, to fulfill the Reservists' mobilization assignment. Travel may be individual, group or unit-oriented and will need to be coordinated with JOPEs OPLAN personnel flows to meet deployment needs determined by the Specified Commander, Unified Commander, or other gaining command requirements.

2. Status and results will be recorded in the NMPS IRM system, when available.

4-19 Naval Legal Service Office (NAVLEGSVCOFF) Legal Processing Station

1. Legal processing will ensure Reservists receive support for wills, POA, and other legal matters incident to arranging personal affairs for recall/mobilization. Additionally, Reservists will receive legal support for benefits on the Soldiers and Sailors Civil Relief Act, USERRA, and other legal matters relevant to recall, mobilization, or demobilization.

2. Status and results will be recorded in the NMPS IRM system, when available.

4-20 FSC Processing Station

1. FSC support will include counseling during NMPS processing of Reservists on the rights, benefits, programs and services available to them and their families as active duty members, and the manner by which to obtain these benefits. NMPS activities will work with NRA's to ensure this counseling is provided. A network of ombudsmen at the NRAs and units will be trained in peacetime, as directed by COMNAVRESFOR, to extend FSC programs to NRAs. The ombudsmen will provide support to family members and act as liaisons for family members assistance during Reservist's recall/mobilization.

4-21 Chaplain Services Processing Station

1. NMPS chaplains will provide religious support and counseling for all mobilizing and demobilizing Reservists, upon request. Additionally, religious and pastoral support will be available for Reservists and their families via the ombudsmen network.

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a. Chaplain presence and services will assist in lowering the anxiety level of Reservists at each site during a time of national crisis.

b. Augmented chaplains may assist at the FSC as time and primary duties permit, and as directed by the LACMOB.

4-22 Training Processing Station

1. Training processing will determine Reservists' required mobilization training. NMPS training will fall into three different categories: POM, CNET-provided skill refresher needs identification, and PIM General Military Training (GMT) refresher training, focused primarily on UCMJ and Reservists rights and responsibilities upon recall/mobilization. It may also include military theater or cultural orientations, weapons/equipment familiarization and qualification.

a. POM training includes rapid indoctrination in the following areas, as appropriate: use and care of chemical, biological, radiological (CBR) personal protective equipment/clothing; cultural/environmental awareness for the area of deployment; environmental preventive medicine; Status of Forces Agreements; Geneva Convention Procedures. This training may be provided at an intermediate processing site such as a JPTTA center at the CRC, or in lieu thereof as determined by circumstances at the time.

b. CNET-provided skill refresher training will apply primarily to PIM members who need refresher training in selected areas such as shipboard damage control, fire-fighting, rate training, or Navy Enlisted Classification (NEC) training as determined by the Reservist's gaining command or other appropriate authority.

c. PIM refresher training will include required GMT as directed by the Navy Training Plan or the gaining command involved.

d. Status and results will be recorded in the NMPS IRM system.

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4-23 NMPS Detachment Sites

1. NMPS Detachment Sites, when established, will be key facilities at Naval Air Reserve Stations (NARs) subordinate to a key designated LACMOB for all mobilization processing functions. These sites have adequate infrastructure to support limited recall and mobilization processing, and mobilize Reserve Force Squadron (RESFORON) SELRES only.

a. Mobilization processing at NMPS Detachments Sites may require assistance from a PMT or similar organization. The cognizant LACMOB will determine additional augmentation and, if necessary, will draw from the NMPS's assigned resources to establish an augmentation team. If needed, the team would act as mobilization subject matter experts at the air site and assist air site staff personnel with proper mobilization processing, personnel accounting, and reporting requirements.

b. NMPS Detachments sites will have the same functionally oriented processing stations identified above for NMPS to accomplish the mobilization or demobilization actions outlined in paragraphs 4-14 through 4-22. In addition, they should have the same NMPS IRM system to support and record processing requirements.

c. NMPS Detachment sites speed processing and reduce NMPS base loading by allowing mobilization processing of squadron Reservists at selected sites away from the NMPS, when directed.

4-24 Mobilization Exercise Evaluations

1. Periodic MOBEXs will be used to evaluate and improve NMPS operations. When possible, MOBEXs should be held in conjunction with a Joint CPX and/or FTX to capitalize on JCS and DoD agency involvement. All NMPS commands will participate in these exercises when directed.

2. LACMOB's will submit post CPX and FTX MOBEX reports to BUPERS (Pers-922) in coordination with their respective PMTs and SRAs. The LACMOB should supply a copy to each readiness commander involved.

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APPENDIX A

REFERENCES

1. **Title 10 United States Code**
2. **Executive Order 11490.** "Assign Emergency Preparedness Functions to Federal Departments and Agencies."
3. **Department of Defense Directives (DODD)**
 - a. DODD 1100.18, 31 January 1986, "Wartime Manpower Mobilization Planning." (NOTAL)
 - b. DODD 1100.19, 20 February 1986, "Wartime Manpower Mobilization Planning Policies and Procedures." (NOTAL) Enclosed in SECNAVINST 3062.1B.
 - c. DODD 1145.1, 22 January 1986, "Qualitative Distribution of Military Manpower." (NOTAL)
 - d. DODD 1145.2, 25 February 1986, "United States Military Entrance Processing Command." (NOTAL)
 - e. DODD 1200.7, 6 April 1984, "Screening the Ready Reserve." (NOTAL) Enclosed in SECNAVINST 1001.10F.
 - f. DODD 1235.9, 8 July 1986, "Management and Mobilization of the Standby Reserve." (NOTAL) Implemented by SECNAVINST 1001.32.
 - g. DODD 1235.10, 1 July 1995, "Activation, Mobilization, and Demobilization of the Ready Reserve." (NOTAL)
 - h. DODD 1235.11 6 May 1996, "Management of Individual Mobilization Augmentees (IMAs)."
 - i. DODD 1352.1, 2 March 1990, "Management and Mobilization of Regular and Reserve Retired Military Members." (NOTAL) Enclosed in SECNAVINST 1300.14B.
 - j. DODD 1400.31, 28 April 1995, "DOD Civilian Work Force Contingency and Emergency Planning and Execution." (NOTAL)
 - k. DODD 1400.32, 24 April 1995, "Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures." (NOTAL)

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m. DODD 3020.36, 2 November 1988, "Assignment of National Security Emergency Preparedness (NSEP) Responsibilities to DOD Components." (NOTAL)

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4. Joint Chiefs of Staff Publications

a. Unified Command Plan (UCP). (NOTAL)

b. JCS Manual (M) 5100.01, "Organization and Functions of the Joint Staff." (NOTAL)

c. JCS Publication (Pub) 0-2, "Unified Action Armed Forces (UNAAF)." (NOTAL)

d. JCS Pub 1-03, "Joint Reporting Structure." (NOTAL)

e. JCS Pub 1-03.16, "Joint Operation Planning and Execution System (JOPES)." (NOTAL)

f. JCS Pub 4-05, "Joint Doctrine For Mobilization Planning." (NOTAL)

g. JCS Pub 4-05.1 "Joint Tactics, Techniques and Procedures for Manpower Mobilization and Demobilization Operations: Reserve Component (RC) Call Up." (NOTAL)

5. Secretary of the Navy (SECNAV) Instructions

a. SECNAVINST 1001.10F, 6 December 1984, "Screening the Ready Reserve." Includes DODD 1200.7.

b. SECNAVINST 1001.32, 15 April 1987, "Management and Mobilization of the Standby Reserve."

c. SECNAVINST 1001.35, 21 August 1989, "Mobilization of the Ready Reserve."

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d. SECNAVINST 1300.14B, 3 July 1991, "Management and Mobilization of Retired Military Members." Includes DODD 1352.1.

e. SECNAVINST 3062.1B, 8 August 1986, (CHG 2 - 29 May 1992), "Wartime Manpower Planning Policies and Procedures."

f. SECNAVINST 12301.2A, 1 November 1990, "Retention of Emergency-Essential (E-E) DON Civilian Employees Overseas." (NOTAL)

6. Chief of Naval Operations (OPNAV) Instructions/Publications

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c. OPNAVINST 1740.4A, 17 December 1996, "U.S. Navy Family Care Policy."

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h. COMNAVRESFOR 3060.1B Addendum (1) (Only), "Guide for the Mobilization of the Selected Reserve." (NOTAL)

i. COMNAVRESFOR 3060.5, 16 November 1992, "Commander Naval Reserve Logistic Support and Mobilization Plan (LSMP)." (NOTAL) (Under revision - the LSMP is being replaced by the MMSP)

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m. Office of Personnel Management (OPM), "Federal Personnel Manual (FPM)." (NOTAL)

n. Other Manpower Mobilization and Support Plans (MMSPs) as required. (NOTAL)

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APPENDIX B

ACRONYMS

ACNP	Assistant Chief of Naval Personnel
ADP	Automatic Data Processing
ADT	Active Duty Training
ADSW	Active Duty for Special Work
AIS	Automated Information Systems
AMC	Air Mobility Command
AMSAS	Authorization Mobilization Selection and Assignment System
AN	Airman
AOR	Area of Responsibility
AT	Annual Training
BUMED	Bureau of Medicine and Surgery
BUPERS	Bureau of Naval Personnel
C2	Command and Control
CASREPT	Casualty Reporting System
CDA	Central Design Authority
CHNAVPERS	Chief of Naval Personnel; also referred to as CNP
CINC	Commander in Chief
CINCLANTFLT	Commander in Chief, U.S. Atlantic Fleet
CINCPACFLT	Commander in Chief, U.S. Pacific Fleet
CJCS	Chairman of the Joint Chiefs of Staff
CMC	Commandant of the Marine Corps
CNET	Chief of Naval Education and Training
CNO	Chief of Naval Operations
CNP	Chief of Naval Personnel; also referred to as CHNAVPERS
CNRF	Commander, Naval Reserve Force; also referred to as COMNAVRESFOR
CNARF	Commander, Naval Air Reserve Force; also referred to as COMNAVAIRESFOR
CNSRF	Commander, Naval Surface Reserve Force; also referred to as COMNAVSURFRESFOR
CO	Commanding Officer
COA	Course of Action
COCOM	Combatant Command
COMNAVRESFOR	Commander, Naval Reserve Force; also referred to as CNRF
COMNAVAIRESFOR	Commander, Naval Air Reserve Force
COMNAVCRUITCOM	Commander, Navy Recruiting Command
COMNAVSURFRES	Commander, Naval Surface Reserve Force
COMSC	Commander, Military Sealift Command
CONPLAN	Contingency Plan
CONUS	Continental United States

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CPX	Command Post Exercise
CRC	CONUS Replacement Center
DCNO	Deputy Chief of Naval Operations
DCS	Deputy Chief of Staff
DDS	Direct Deposit System
DEERS	Dependents Eligibility Enrollment Reporting System
DFAS-CL	Defense Finance and Accounting Service - Cleveland Center
DFAS-HQ	Defense Finance and Accounting Service Headquarters
DJMS	Defense Joint Military Pay System
DMRS	Diary Message Reporting System
DoD	Department of Defense
DODD	Department of Defense Directive
DON	Department of the Navy
EDVR	Enlisted Distribution Verification Report
EEO	Equal Employment Opportunity
EFAP	Emergency Fleet Augmentation Plan
EMP	Enlisted Manning Plan
EPMAC	Enlisted Personnel Management Center
EPRES	Enlisted Personnel Requisition System
ERC	Emergency Response Cell
FEMA	Federal Emergency Management Agency
FMR	Financial Management Regulations
FN	Fireman
FSC	Family Services Center
FSSS	Fleet Strength Summary System
FTX	Field Training Exercise
GCM	General Courts-Martial
GENDET	General Detail
GMT	General Military Training
HHG	Household Goods
HIV	Human Immunodeficiency Virus
HQ	Headquarters
ICE	Individual Combat Equipment
ID	Identification
IDT	Inactive Duty Training
IDTT	Inactive Duty Travel Training
IMA	Individual Mobilization Asset
IMAPMIS	Inactive Manpower and Personnel Management Information System
IMS	Individual Mobilization Status
IRM	Information Resources Management
IRR	Individual Ready Reserve

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J-4	Joint Staff, Director of Logistics
JAG	Judge Advocate General
JCS	Joint Chiefs of Staff
JOPEs	Joint Operation Planning and Execution System
JPEC	Joint Planning and Execution Community
JPOM	Joint Preparation and Onward Movement (Now JPTTA)
JPTTA	Joint Personnel Training and Tracking Activities (Formally JPOM)
JSCP	Joint Strategic Capabilities Plan
JSPD	Joint Strategic Planning Document
JSPS	Joint Strategic Planning System
JTF	Joint Task Force
JUMPS	Joint Uniform Military Pay System
LACMOB	Local Area Coordinator for Mobilization
LERTCOM	Alert Condition
LOI	Letter of Instruction
LOOMIS	Level of Operational Manning Information System
MAPMIS	Manpower and Personnel Management Information System
MAPTIS	Manpower, Personnel and Training Information System
MAS	Mobilization Availability Status
MCA	Manning Control Authorities
MEDAUG	Medical Augmentation Program
MILPERSMAN	Military Personnel Manual
MMPA	Master Military Pay Account
MMP	Master Mobilization Plan
MMSP	Manpower Mobilization and Support Plan
MOBEX	Mobilization Exercise
MOBTAC	Mobilization Transaction Code
MP	Manpower and Personnel
MPN	Military Personnel Navy
M&RA	Manpower and Reserve Affairs
MTMC	Military Traffic Management Command
NAVAIRES	Naval Air Reserve
NAS	Naval Air Station
NAVACTSYS	Navy Activity System
NAVLEGSVCOFF	Naval Legal Service Office; also referred to as NLSO
NAVMARCORESCEN	Naval and Marine Corps Reserve Center
NAVPTO	Navy Passenger Transportation Office
NAVRESCEN	Naval Reserve Center
NAVRESPERScen	Naval Reserve Personnel Center
NAVRESREDCOM	Naval Reserve Readiness Command
NCA	National Command Authorities

NCMP	Navy Capabilities and Mobilization Plan
NEC	Navy Enlisted Classification Code
NLSO	Naval Legal Service Office; also referred to as NAVLEGSVCOFF
NMPS	Navy Mobilization Processing Sites
NRA	Naval Reserve Activity
NRF	Naval Reserve Force
NRPC	Naval Reserve Personnel Center; also referred to as NAVRESPERSCEN
NSC	National Security Council
NSIPS	Navy Standard Integrated Personnel System
OPLAN	Operation Plan
OPORD	Operation Order
OSD	Office of the Secretary of Defense
OUTCONUS	Outside Continental U. S.
OYR	One Year Recall
PASS	Pay/Personnel Administrative Support System
PERSMOBTEAM	Personnel Mobilization Team; also referred to as PMT
PERSUPPACT	Personnel Support Activity; also referred to as PSA
PERSUPP DET	Personnel Support Detachment; also referred to as PSD
PIM	Pre-trained Individual Manpower
PL	Public Law
PMT	Personnel Mobilization Team; also referred to as PERSMOBTEAM
POA	Power of Attorney
POE	Port of Embarkation
POM	Preparation for Overseas Movement
POV	Privately Owned Vehicle
PPBS	Planning, Programming and Budgeting System
PRD	Projected Rotation Date
PSA	Personnel Support Activity; also referred to as PERSUPPACT
PSD	Personnel Support Activity Detachment; Also referred to as PERSUPP DET
PSRC	Presidential Selected Reserve Call-up
PTOAVAILS	Peacetime Only Available System
RAD	Released from Active Duty
RAPIDS	Real-time Automated Personnel Identification System
RC	Reserve Component
RESFORON	Reserve Force Squadron
RHS	Reserve Headquarters System
RIS	Readiness Information System
RPN	Reserve Personnel Navy

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RSTARS	Reserve Standard Training Administration and Readiness Support
RTSS	Reserve Training Support System
SDS	Source Data System
SECDEF	Secretary of Defense
SECNAV	Secretary of the Navy
SELRES	Selected Reserve
SIA	Stations of Initial Assignment
SMD	Ship Manpower Document
SME	Subject Matter Expert
SN	Seaman
SOF	Special Operations Forces
SQMD	Squadron Manpower Document
SRA	Senior Reserve Advisor
SSA	Selective Service Act
TADAP	Temporary Additional Duty Augmentation Program
TADTRK	Temporary Additional Duty Tracking System
TAR	Training and Administration of Reserves
TCC	Transportation Component Command
TFMMS	Total Force Manpower Management System
TPFDD	Time-Phased Force and Deployment Data
TPU	Transient Personnel Unit
UIC	Unit Identification Code
USACOM	U.S. Atlantic Command
USC	U.S. Code
USCINCTRANS	U.S. Commander in Chief, Transportation Command
USERRA	Uniform Services Employment and Reemployment Rights Act
USSPACECOM	U.S. Space Command
USSOCOM	U.S. Special Operations Command
USSTRATCOM	U.S. Strategic Command
USTRANSCOM	U.S. Transportation Command
VCNO	Vice Chief of Naval Operations
WARMAPS	Wartime Manpower Planning System

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APPENDIX C

**MANPOWER, PERSONNEL AND TRAINING
AUTOMATED INFORMATION SYSTEMS (AISs)**

AMSAS - Authorization Mobilization Selection and Assignment System. Selects and assigns reserve personnel and Pre-trained Individual Manpower (PIM) assets to the active duty requirements established by Enlisted Personnel Requisition System (EPRES) during mobilization.

Maintained by EPMAC.

Functional users OPNAV, COMNAVRESFOR, CHNAVPERS, EPMAC, NAVRESPERSSEN, CINCLANTFLT and CINCPACFLT.

DEERS - Dependents Eligibility Enrollment Reporting System. Congressionally-mandated DoD program which maintains enrollment and confirms eligibility for individuals entitled to the benefit programs of the Uniformed Services.

Maintained by Defense Manpower Data Center (DMDC).

DMRS - Diary Message Reporting System. One of two electronic personnel event reporting systems used by naval activities to report all personnel accounting transactions. Personnel transactions reported through DMRS update the Navy Enlisted System (NES) and the Officer Personnel Information System (OPINS).

Maintained by EPMAC.

Functional users all Navy activities, BUPERS, and DFAS-CL.

EAIS - Enlisted Assignment Information System. An order writing system which supports enlisted assignment and distribution.

Maintained by Pers-4.

Functional users Pers-4, NAVRESPERSSEN, and EPMAC.

EDVR - Enlisted Distribution Verification Report. Provides a current and accurate accounting of an activity's onboard personnel and its gains, losses, and miscellaneous changes.

Maintained by EPMAC.

Functional users all Navy activities

EPRES - Enlisted Personnel Requisition System. Provides personnel managers with the ability to identify projected vacancies for all naval activities.

Maintained by EPMAC.

Functional users CINCPACFLT, CINCLANTFLT, CHNAVPERS, COMNAVRESFOR, COMNAVSURFLANT, COMNAVAIRLANT, COMSUBLANT, COMNAVSURFPAC, COMNAVAIRPAC, and COMSUBPAC.

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FSSS - Fleet Strength Summary System. Summarizes the Navy's inventory of billets and personnel within a UIC by rating, NEC and FAC code. After summarization FSSS produces the baseline data for all EPMAC supported distribution systems. Maintained by EPMAC. Primary users BUPERS and EPMAC.

GCCS - Global Command and Control System (GCCS). Replaced the Worldwide Military Command and Control System (WWMCCS). Contains OPLAN information and requirements. COMNAVRESFOR maintains Reserve Unit information in GCCS for OPLANS. Maintained by JCS.

IMAPMIS - Inactive Manpower and Personnel Information System. The Navy's manpower and personnel accounting system for all Reservists, Fleet Reservists and retired personnel. Used for recall/mobilization, drill pay, retirement point capture and accounting, individual ready reserve program management and reserve strength reporting. Maintained by NAVRESINFOSOFF. Functional users NAVRESPERSCEN, Pers-9, N1R, and COMNAVRESFOR.

IRIS - Inactive Remote Inquiry System. Provides remote inquiry of personnel data on all inactive naval personnel. Used to structure SELRES units. A subsystem of IMAPMIS.

JUMPS - The Joint Uniform Military Pay System. A military pay automated information system managed by DFAS-CL that computes pay for members on active duty for more than 30 days. As the result of the DFAS initiative to standardize finance and accounting systems it will be replaced by the Defense Joint Military Pay System (DJMS). Functional users are DFAS-CL and Navy disbursing offices ashore and afloat.

LOOMIS - Level of Operational Manning Information System. An on-line system that calculates the level of readiness for a deployable activity by mission area based on SORTS. LOOMIS then determines the activity's fill for all shortfalls. Maintained by EPMAC. Functional users CINCPACFLT, CINCLANTFLT, CHNAVPERS, COMNAVRESFOR, COMNAVSURFLANT, COMNAVAIRLANT, COMSUBLANT, COMNAVSURFPAC, COMNAVAIRPAC, and COMSUBPAC.

MAPTIS - Manpower, Personnel and Training (MPT) Information System. Generic term used to describe the aggregate of the separate but interrelated ADP information systems that support the Navy's Total Force management. MAPTIS provides an integrated

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management approach for systems which have been planned and developed under various management schemes. Maintained by various MPT activities dependent upon the particular system. IMAPMIS, NES, and OPINS together combine as MAPTIS.

NAVACTSTAT - Navy Activity Status. Provides MPT managers with current information on all Navy activities. Used to support the CINCs, BUPERS, NAVRESPERSSEN, COMNAVRESFOR, DFAS-CL, TYCOMs, and a myriad of automated systems within the MPT community. Maintained by EPMAC. Functional users CINCPACFLT, CINCLANTFLT, CHNAVPERS, COMNAVRESFOR, CNET, NAVRESPERSSEN, and DFAS-CL.

NCPDS - Navy Civilian Personnel Data System. NCPDS is designed for the use of managers and civilian personnel at all organizational levels. The system provides for accurate and timely information reporting, as well as program operations support, for all functional areas of civilian personnel matters and equal employment opportunity administration. A civilian mobilization subsystem is currently being developed for NCPDS which will support mobilization planning and preparedness and will interface with TFMMS. Maintained by DON (HR Operations Center-HR3).

NES - Navy Enlisted Personnel System. Maintains current and historical computerized records of all active duty Navy enlisted personnel. Maintained by Pers-10. Functional users DFAS-CL, Pers-2, Pers-3, Pers-4, Pers-6, Pers-9, EPMAC, DMDC, NAVRESPERSSEN, and NPRDC.

NITRAS - Navy Integrated Training Resources Administration System. Provides reports/extracts of course descriptions, fiscal year plans/quotas and schedules. Maintained by NETPMSA 0623. Functional users CNO, all major Navy commands, Army, Air Force, Marine Corps, GAO, NAVAUDSVC, CNA, NPRDC, AND DMDC.

NMPE - Navy Manning Plan Enlisted. Method of balancing personnel requirements and assets to ensure each activity consistently receives a fair share of available resources. Represents the activity's fair share of both quality and quantity of personnel available. Maintained by EPMAC. Primary users BUPERS and EPMAC.

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NSIPS - Navy Standard Integrated Personnel System. Provides personnel and pay services to active, reserve and retired personnel. A new program under development. Maintained by NAVRESINFOSYSOFF and COMSPAWARSYSCOM.

OAIS II - Officer Assignment Information System. Supports the assignment and placement of officer personnel. Maintained by Pers-4. Functional users Pers-2 and Pers-4.

OPINS II - Officer Personnel Information System. Maintains the authorized automated personnel record for all active duty officers, officer candidates, and midshipmen. Maintained by Pers-10. Functional users Pers-2, Pers-3, Pers-4, Pers-6, Pers-8, Pers-9, DFAS-CL, DMDC, CNET, NAVRESPERSSEN, and BUMED.

PORTS - Personalized Officer Recruiting and Tracking System. Used to match individual capabilities with Navy accession requirements and quotas. Tracks officer applicants through the procedural stage of officer programs and updates applicants status. A sub-system of PRIDE.

PRIDE - Personalized Recruiting for Immediate and Delayed Enlistment. Used to match individual capabilities with Navy accession requirements and quotas. Provides a nationwide reservation network for boot camp and "A" schools. Maintained by CNRC-72. Functional users CNRC-33 and CNRC-70.

RCCPDS - Reserve Components Common Personnel Data System. DoD data base that meets policy requirements and provides statistical tabulations of Reserve Components' strengths and related data for use throughout DoD, other Government Agencies and Congress. Maintained by DoD (OASD).

RHS - Reserve Headquarters Support. Provides personnel and training management support with emphasis on quality of readiness information for mobilization/strategic decision-making. Maintained by COMNAVRESFOR (N5). Functional users COMNAVRESFOR, COMNAVSURFRESFOR, COMNAVAIRESFOR, Echelon 4/5, gaining commands, CINCPACFLT, and CINCLANTFLT.

RSTARS - Reserve Standard Training Administration and Readiness Support. Provides standardized microcomputer support to all field Naval Reserve Centers to support training and mobilization

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readiness track functions for Naval Reserve personnel on active duty or in a drilling reserve status.

Maintained by COMNAVRESFOR (N5).

Functional users COMNAVRESFOR, COMNAVSURFRESFOR, COMNAVAIRESFOR, and Echelon 4/5/6.

RTSS - Reserve Training Support System. Manages and conducts training, mobilization billet assignments, readiness measurement and reporting. Provides for day-to-day management of pay and personnel systems of Selected Reserves during peacetime. Field level personnel information is passed into the IMAPMIS system which upon mobilization is transferred to active duty systems. A subsystem under RSTARS.

SDS - Pay and Personnel Source Data System. A distributed processing and data base system in Pay/Personnel Administrative Support System (PASS) offices world-wide for active duty and reserve personnel. Previously supported by DMRS. Interfaces with the JUMPS system maintained by DFAS-CL for pay purposes. Maintained by Pers-10.

Functional users PASS Offices, U.S. Ships, DFAS, and BUPERS.

SORTS - Status of Resources and Training System (SORTS). Tabulates uniform policy and criteria for units of the Armed Forces to report the level and condition of unit personnel and equipment and the level of training. SORTS is the new title for what was formerly the Unit Status and Identity Report (UNITREP). Commissioned Naval Reserve units report under SORTS. Reserve units that augment commissioned active commands report personnel readiness data directly to the active command who includes them in their SORTS. Selected Reserve units augmenting shore commands report their readiness and training status to COMNAVRESFOR via RTSS.

Maintained by SECDEF.

SPIRIT - Support Programs for Incentives, Retention and Training. Assists detailers, placement, retention and incentive program managers in meeting their responsibilities in the most cost effective way. Provides for training quota management and en-route training assignments.

Maintained by Pers-4.

Functional users Pers-2, Pers-4, and EPMAC.

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STASS - Standard Training Activity Support System. Provides comprehensive support for the administration of day-to-day training functions. Enables training managers to effectively and efficiently control resources and generate/report training data. Maintained by NETPMSA 0624
Functional users CNET activities, CNO, CNET, NETC NEWPORT, COMTRALANT, and COMTRAPAC.

TCAIMS - Transportation Coordinators' Automated Information for Movements System. Information system at unit and base level which will improve deployment and reporting capabilities through the generation of timely and accurate movement requirement information and direct interface with Military Traffic Management Command. Under development by Department of the Army as a joint system which will be used for all services.
Software maintained by Department of the Army
Hardware procurement and maintenance by COMNAVSUPSYSCOM.
Primary users NAVPTO's, Base Supply Offices, Reserve Centers.

TFMMS - Total Force Manpower Management System. The single authoritative source of Navy activity and manpower data which includes manpower requirements and authorized end strength. Maintained by Pers-10.
Functional users resource sponsors, claimants, NAVMAC, subclaimants, BUPERS, and CNO (N12).

WARMAPS - Wartime Manpower Planning System. A standardized DoD procedure, structure, and data base for computing, compiling, projecting, and portraying time-phase wartime manpower requirements, both military and civilian, and supply of the DoD components.
Maintained by SECDEF.
Primary user CNO (N312).

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APPENDIX D

MOBILIZATION TERMINOLOGY AND DEFINITIONS

Active Duty. Full-time duty in the active military service of the United States. A general term applied to all active military, regardless of status (reserve or regular), without regard to duration or purpose, but does not include Active Duty Training (ADT).

ADT. Active duty for reserve training with an automatic reversion to an inactive duty status upon completion.

Alert Conditions. A JCS system used to describe seven alert conditions (LERTCONS) which are divided into two subsystems: Defense Readiness Conditions (DEFCONS) and Emergency Conditions (EMERGCONS).

Authorized Billet. A billet for which funding has been provided for the military manpower space and for which the quality has been authorized by CNO as a requirement to perform the billet functions.

Back-fill. The term used to describe the assignment of personnel to shore establishment billets that are vacated due to priority of fill and/or expertise of the incumbent required elsewhere. Normally, Standby, Fleet Reserve and retired personnel will fill these vacated billets.

Call. Call applies only to the National Guard, and refers to the presidential actions under chapter 5 of 10 U.S.C. or section 8500, ordering any or all of the National Guard into federal service. The President issues a call through the State Governors concerned regarding domestic emergencies not normally involving an external threat to national security.

Call-up. See Presidential Call-up of 200,000 Selected Reservists.

Central Design Authority (CDA). Authorities responsible for centralized standard applications software at a single centralized data processing installation. Computer system and individual program specifications are used in the development and testing of programs. Operations manuals are developed that prescribe the initiating, running, and termination of programs. After programs have been developed and tested, program tapes

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and/or supporting documentation is provided to the customer activities. The programs continue to be maintained and are updated/reviewed based on new requirements, requests for new capabilities, and enhancements.

DoD Master Mobilization Plan (MMP). A plan which augments mobilization planning guidance provided in JCS Pub 5-01 (NOTAL). In general terms, the MMP identifies mobilization responsibilities and describes related tasks to be performed in peacetime, in preparation for an emergency, and at time of mobilization. The MMP specifies major actions and coordination required by each of the services. OPNAVINST S3061.1D, "The Navy Capabilities and Mobilization Plan (NCMP) (U)" (NOTAL) provides more specific mobilization responsibilities for the Navy.

Emergency-Essential (E-E) Civilian Employee. A direct hire civilian employee occupying an overseas position that is considered essential to support mobilization or a wartime mission.

Emergency-Essential (E-E) Civilian Position. A civilian position located overseas or that would be transferred overseas, the continued performance of which is considered essential to the support of mission requirements in a crisis situation.

Emergency Fleet Augmentation Plan (EFAP). When a Navy theater CINC determines that the manning of a unit(s) is insufficient for the tempo of current operations, the unit(s) may be augmented from other CINC resources or, upon obtaining authorization from CNO, from other claimants.

Enlisted Distribution Verification Report (EDVR). A monthly statement of an activity's enlisted personnel account. It lists all individuals assigned and provides a summary by distribution community of the present and future manning status of the activity; a common reference for communicating manning status between an activity and its manning control authority (MCA); and a statement of account for verification by the activity.

Federal Emergency Management Agency (FEMA). The overall coordinator for the planning and execution of mobilization and civil defense. Manages all emergency resources (state, local, and DoD) and allocation of Federal funds in the event of a Federal disaster. During mobilization FEMA becomes involved in continuity of government, either on a national or regional basis; maintenance of law and order; coordination of internal civil defense; and resource allocation.

Fleet Reserve. All Navy and Marine Corps enlisted personnel are assigned to the Fleet Reserve/Fleet Marine Corps Reserve when they retire with 20 years or more of active duty. After 30 total

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years of service, all Fleet Reserve members transfer to Retired Regular status.

Full Mobilization. Expansion of the active Armed Forces by Congress to mobilize, per the existing approved force structure, all reserve component units, all individual reservists, retired military personnel, and the associated support resources to meet the requirements of war or other national emergencies involving an external threat to the national security.

General Detail (GENDET). Non-rated, non-designated (SN, AN, FN) personnel.

Individual Mobilization Augmentee (IMA). Individual member of the SELRES not assigned to a reserve unit. IMAs are trained and preassigned to a specific position in an active component unit or in a government agency such as FEMA. IMAs participate in training activities on a part-time basis in preparation of mobilization.

Individual Ready Reserve (IRR). IRR personnel are pre-trained personnel not in a drill pay status, but with a legal, contractual obligation. The majority of IRR personnel have served recently on active duty and have some period of their military service obligation (MSO) remaining. Other IRR personnel are in the program voluntarily, for hardship or in special non-pay programs that provide a variety of professional assignments and opportunities to earn retirement points and military benefits. Upon direction from CNO, IRR mobilization orders are issued by NAVRESPERSOEN directly to IRR personnel.

JCS Publication 4-05, "Mobilization Planning" (NOTAL). JCS Pub 4-05 identifies responsibilities and procedures for mobilization planning and the interface of this planning with deployment planning for operation plans (OPLANs) requiring mobilization. This publication also requires each Service to prepare mobilization plans, identify major forces available for mobilization, maintain awareness of shortfalls of major equipment for these forces and to identify and resolve deficiencies.

Joint Augmentation Units (JAU). Retired personnel, largely health professionals, from all services who have been preselected to fill United States Military Entrance Processing Command (USMEPCOM) mobilization billets.

Joint Operation Planning and Execution System (JOPES). An integrated joint conventional command and control system used to support military operation monitoring, planning, and execution activities. Incorporates policies, procedures, personnel, and facilities by interfacing with ADP systems, reporting systems,

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and underlying Worldwide Military Command and Control System (WWMCCS) ADP support to provide senior level decision makers with enhanced capability to plan and conduct joint military operations. JOPEs replaced the Joint Deployment System (JDS) and the Joint Operations Planning System (JOPS).

Joint Flow Control Operations Group (JFCOG). Group chaired by USMEPCOM and the Selective Service System (SSS) to control the flow of inductees in the event of mobilization. Representatives from each of the Services attend.

Joint Strategic Capabilities Plan (JSCP). A subset of the JSPS which contains the military strategy to support the national security objectives and the derived military objectives. It gives guidance, based on projected military capabilities and conditions during the short-range period, and task assignments to the CINCs and the Chiefs of Services for accomplishment of military tasks. It apportions forces and lift assets available for planning.

Joint Strategic Planning Document (JSPD). A subset of the JSPS which contains the advice of the Chairman of the Joint Chiefs of Staff (CJCS) to the National Command Authorities (NCA) and National Security Council (NSC) on the military strategy and force structure required to attain U.S. national security objectives. It is the principal CJCS input to the Defense Guidance.

Joint Strategic Planning System (JSPS). The formal means by which the Chairman of the Joint Chiefs of Staff carries out his responsibility to furnish strategic plans and strategic direction for the Armed Forces. It complements the DoD Planning, Programming, and Budgeting System and interacts with other specialized management and planning systems.

Key Employee. Any civilian employee of either the government or a defense-supporting industry, who occupies a position for whom no qualified and immediate replacement exists and whose duties cannot be reassigned, or has a civilian mobilization assignment, and whose immediate recall to military active duty during an emergency would seriously impair the effective functioning and continuity of such agency or industry with regard to production and research vital to the national defense effort; or activities necessary to the maintenance of the national health, safety or interest.

Local Area Coordinator for Mobilization. An active duty flag officer or captain with geographic area coordination responsibilities and authorities as defined in OPNAVINST 5400.24D. Navy LACMOBs report to CNO (N1) during mobilization planning, mobilization exercises, and during actual mobilization. LACMOBs at Camp Lejeune, NC and Camp Pendleton, CA report to

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Headquarters, U.S. Marine Corps, Deputy Chief of Staff for Manpower and Reserve Affairs (HQ USMC DCS(MRA)). The LACMOB is assisted by a Senior Reserve Advisor, normally a predesignated COMNAVRESFOR Echelon 4 0-6. When mobilization/demobilization processing requirements exceed active duty capabilities, the LACMOB is augmented by a Personnel Mobilization Team (PMT).

Manning Control Authority (MCA). In the enlisted distribution system, the Manning Control Authority is the naval authority who is tasked with determining the quality, quantity and priority for assignment of personnel to all billets in the requisition system, monitoring assignments, and initiating actions to correct manning deficiencies. The MCAs are BUPERS, CINCLANTFLT and CINCPACFLT, and COMNAVRESFOR.

Manpower Mobilization Support Plans (MMSPs). MMSPs provide policy and procedures for the logistic and administrative support required to activate, mobilize, demobilize and deactivate Naval Reserve units and individuals under conditions of crisis response, including major regional contingencies, lesser regional contingencies, or reconstitution (global war). It also serves to support recalled personnel at shore-based commands while on active duty.

Mobilization. The process by which the Armed Forces or part of them are brought to a state of readiness for war or other national emergency. This includes assembling and organizing personnel, supplies, and material for active military service.

Mobilization Time Phasing. In mobilization, various DoD terms for indicating starting times are used extensively. Examples are:

C-Day	The day deployment of forces begins.
D-Day	The day hostilities commence.
M-Day	Full Mobilization Day
N-day	The day active forces are notified by JCS to prepare for deployment/employment.
S-Day	Presidential Selected Reserve Call-up day.
T-Day	Partial Mobilization Day.
F-hour	The effective time of announcement to the military departments by SECDEF of a decision to mobilize reserve units.
H-hour	The specific hour on D-day a particular operation starts.
L-hour	The specific hour on C-day when deployment begins.

NCA. The President and Secretary of Defense or their duly deputized alternates or successors. Signifies the Constitutional

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authority to direct the Armed Forces in their execution of military action. Commonly referred to as the NCA.

National Emergency. A condition declared by the President or Congress by virtue of powers previously vested in them which authorize certain emergency actions to be undertaken in the national interest. Actions to be taken may include partial, full or total mobilization of national resources.

The National Emergencies Act (PL94- 412), 14 September 1976, 50 U.S.C. 1601 through 1651. Authorizes the President to declare periods of national emergency and requires the President to notify the Congress immediately and to publish the declaration in the Federal Register. The President is also required to specify the provisions of law under which he proposes to act before exercising any statutory powers or authorities available for use in the event of an emergency.

National Security Council (NSC). The principal forum to consider national security issues that require Presidential decision. Made up of the President, the Vice President, and the Secretaries of State and Defense. The Chairman of the Joint Chiefs of Staff and the Director of Central Intelligence serve as statutory advisers to the NSC.

The Navy Capabilities and Mobilization Plan (NCMP) (U) OPNAVINST S3061.1D (NOTAL). See entry under OPNAVINST S3061.1D.

Navy Mobilization Processing Site (NMPS). Selected naval activities with facilities and infrastructure that can support complete personnel mobilization and demobilization processing for all categories of the reserves recalled under appropriate legal authority. Fourteen sites have been selected; five of these are special purpose sites. They include two points of embarkation for Seabees (Gulfport and Port Hueneme), two U.S. Marine Corps Marine Stations of Initial Assignment (SIA) (Camp Lejeune and Camp Pendleton), and Washington DC for personnel augmenting metropolitan Washington commands.

Navy Total Force. The Navy Total Force consists of all active and Reserve assets afloat and ashore with its associated civilian and contractor personnel. U.S. Coast Guard and appropriate allies are considered to be within the Total Force when assigned to supplement the U.S. Navy mission.

Operation Plan (OPLAN). A plan for a single or series of connected operations to be carried out simultaneously or in succession. It is usually based on stated assumptions and is in the form of a directive employed by higher authority to permit subordinate commanders to prepare supporting plans and orders. An

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OPLAN may be put into effect at a prescribed time, or on signing and then becomes the Operation Order (OPORD). The OPLAN contains a database portion called the TPFDD.

OPNAVINST S3061.1D, "The Navy Capabilities and Mobilization Plan (NCMP) (U) (NOTAL)". Provides Navy planners with overall mobilization policy and procedures as well as mission specific mobilization direction and capabilities. It identifies, for planning purposes, the availability of Navy combat and support forces, and apportions the latter to FLTCINCs in support of the Unified Commanders. The NCMP is composed of a series of annexes, with each focusing on a particular naval functional or mission area.

Partial Mobilization. Expansion of the active Armed Forces, by Congress (up to full mobilization) or by the President (not more than one million Ready Reserve personnel for 24 months) to mobilize reserve component units and/or individual reservists, retirees and the associated support resources to meet the requirements of war or other national emergencies involving an external threat to national security.

Personnel Mobilization Teams (PMTs or PERSMOBTEAMS). PMTs are Selected Reserve units that are tasked with mobilization processing of Navy pre-trained individual manpower (PIM) and limited Navy Selected Reserves (SELRES).

Presidential Selected Reserve Call-up (PSRC) Authority. Activation of not more than 200,000 Selected Reservists by the President, and the resources needed for their support for no longer than 270 days for any operational mission without a declaration of national emergency. The President must report to Congress within 24 hours on the circumstances and the anticipated use of the recalled forces.

Pre-trained Individual Manpower (PIM). Collective term referring to personnel with prior military training or experience who do not drill for pay, and who are either: Individual Ready Reserve (IRR), Standby Reserve, Fleet Reserve or Retired USN/USNR Personnel.

Ready Reserve. The Ready Reserve is comprised of units or individuals who are liable for involuntary recall to active duty in time of war or national emergency. The Navy Ready Reserve consists of two reserve component subcategories: the Selected Reserve and the IRR.

Reserve Components (RC). The Army National Guard of the United States, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air National Guard of the United States, the Air

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Force Reserve, and the Coast Guard Reserve. In each Reserve Component there are three reserve categories, namely: a Ready Reserve, a Standby Reserve, and a Retired Reserve. Each Reservist shall be placed in one of these categories.

Retired Augmentation Program (RAP). Retired personnel who have been pre-selected and have accepted inactive duty orders for a specific assignment. RAP personnel are periodically briefed/trained on their specific mobilization functions. PERSMOBTEAMS are augmented at mobilization by RAP personnel.

Retired Regular. USN officers who have completed 20 years of active duty or retired by reason of disability with pay and enlisted personnel who have completed at least 30 years of active and Fleet Reserve service.

Retired Reserve. Members of the reserves who have been determined eligible for retirement, with or without pay, and are assigned at their request or by law to the Retired Reserve. Retired Reserves are categorized as either Reserve Retirees, Fleet Reservists, and Other Reserve Retirees. All retirees (Reserve and Regular) are categorized by the length of time after retirement and whether the retiree has a disability that would preclude recall in a mobilization. Category I retirees are those within their first 5 years of retirement, are under age 60, and are not disabled. Category II are those retired more than 5 years, under age 60 and not disabled. Category III includes all others, including disabled. Mobilized retirees will be utilized primarily to staff CONUS installations permitting reassignment of active duty personnel to fleet/operational billets.

Secretarial Ready Reserve Call-up. Activation of members of the Ready Reserve by the Secretaries of the Military Departments, and the Secretary of Transportation with respect to the Coast Guard, for not more than 15 days each year per 10 U.S.C. 672(b).

Selective Mobilization. Expansion of the Armed Forces by Congress or the President to mobilize reserve component units, individual Reservists, retirees and the associated support resources to meet the requirements of war or other national emergencies involving an external threat to national security.

Selected Reserve (SELRES). The Navy's Selected Reserve constitutes the principal source of trained units and personnel to augment the active forces in time of war or national emergency. It is comprised of personnel drilling in a pay status in structured, or in specific mobilization billets. SELRES personnel are managed and mobilized by COMNAVRESFOR and insofar as possible, are mobilized with their assigned units.

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Selected Reserve Units. Units manned and equipped by SELRES to serve or train as operational or augmentation units. Operational units train and serve as units; augmentation units train together but lose their unit identities when mobilized, being consumed into an active unit or activity.

Ship Manpower Document (SMD). A publication issued by CNO (N12) which displays in detail quantitative and qualitative manpower requirements of an individual ship or class of ships and the rationale for determination of the requirements.

Shore Manpower Document (SHMD). A publication issued by CNO (N12) which displays in detail quantitative and qualitative manpower requirements for a shore support activity and the source of the requirements information.

Specified Command. A command that has a broad continuing mission and is composed of forces from a single military department. Also referred to as a Combatant Command.

Squadron Manpower Document (SQMD). A publication issued by CNO (N12) which displays by individual billets the quantitative and qualitative manpower requirements of an individual aviation squadron or a class of squadrons and the rationale for the determination of manpower requirements.

Senior Reserve Advisor (SRA). The SRA is a designated senior active duty member representing the RC at the NMPS. This individual is normally a TAR officer, serving as a Naval Regional Readiness Commander or Naval Air Reserve Commander. The SRA is the subject matter expert on reserve matters and provides the LACMOB with advice, assistance regarding Reserve field activities, and information on the activation status of reservists within the LACMOB's area of responsibility.

Standby Reserve. The Standby Reserve consists of personnel who maintain their military affiliation without being in the Ready Reserve, who have been designated key civilian employees, or who have a temporary hardship or disability. Standby Reserves are not required to perform training and are not part of units. The Standby Reserve is a pool of trained individuals who may be mobilized only if there is a lack of qualified SELRES or IRR personnel to fill manpower needs in specific skills. Mobilization procedures for Standby Reservists will be the same as for IRR personnel. The Standby Reserve consists of Standby Reserve, Active (S-1) and Standby Reserve, Inactive (S-2).

Stop Loss. Legal authority per 10 U.S.C. which allows for extending personnel beyond their enlistment or obligated service in time of war or national emergency.

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STU III. Secure telephone unit designed for clear/secure voice and secure data communications over 2 and 4 wire telephone lines.

Time-Phased Force Deployment Data (TPFDD). The computer-supported data base portion of an operation plan that contains time-phased force data, non-unit-related cargo and personnel data, and movement data for the operation plan. Information includes in-place units, prioritized arrival of units to be deployed to support the OPLAN, routing of forces to be deployed, movement data associated with deploying forces, estimates of non-unit related cargo and personnel movements to be conducted concurrently with the deployment of forces, and estimates of transportation requirements.

Total Mobilization. Expansion of the Armed Forces by Congress to organize and/or generate additional units, personnel and associated support resources, beyond the existing force structure, to meet the total requirements of war or other national emergencies involving an external threat to the national security.

Unified Command. A command with a broad and continuing mission under a single commander and composed of significant assigned components of two or more Services. Also referred to as a Combatant Command.

Volunteer Training Unit (VTU). A unit formed by volunteers to provide reserve duty training in a non-pay status for Individual Ready Reservists and active status Standby Reservists who are attached under competent orders and participate in such units for retirement points. VTUs report to COMNAVRESFOR via COMNAVRESFOR or COMNAVSURFRESFOR.

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APPENDIX E

STEPS IN MOBILIZATION

A. Selected Reserve Mobilization

<u>STEP</u>	<u>ACTION</u>
1.	Operations tempo increases, CINCs request additional manpower and units.
2.	Services reallocate manpower and units.
3.	CINCs/Services request call-up authority from JCS when active duty assets cannot meet CINC requirements.
4.	JCS recommends call-up to SECDEF.
5.	SECDEF recommends call-up to President.
6.	President authorizes call-up and/or requests Congressional authorization for full/partial mobilization.
7.	Congress authorizes mobilization.
8.	SECDEF delegates recall authority to Service Secretaries.
9.	SECNAV authorizes CNO to call-up Reservists/Retirees in units or as individuals.
10.	CNO (N3/N5) issues mobilization directive to CNO (N1), CNO (NO95) and COMNAVRESFOR.
11.	COMNAVRESFOR issues mobilization message on RTSS.
12.	BUPERS notifies PMTs of activation.
13.	PMTs report to their parent NRA for activation screening and processing.
14.	COMNAVRESFOR notifies SELRES of activation.
15.	Air sites and NAVRESREDCOMs issue SELRES orders.
16.	Upon notification of activation, COMNAVRESFOR notifies CNO, BUPERS, and the LACMOBs of the expected arrival time of SELRES at the NMPS.
17.	SELRES report to their parent NRA for activation screening and processing.
18.	NMPSSs mobilize SELRES.
19.	SELRES report to gaining commands.
20.	NMPSSs report mobilized and non-mobilized SELRES to COMNAVRESFOR.
21.	COMNAVRESFOR reports mobilized and non-mobilized SELRES to NAVRESPERSSEN.
22.	NAVRESPERSSEN reports mobilized SELRES to BUPERS.
23.	NAVRESPERSSEN assigns non-mobilized, qualified SELRES assets to additional mobilization billets.

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B. Pre-trained Individual Manpower (PIM) Mobilization. The following steps may occur at the same time as SELRES mobilization described above.

<u>STEP</u>	<u>ACTION</u>
1.	CNO (N1) issues mobilization directive via BUPERS to COMNAVRESFOR for PIM activation.
2.	BUPERS (Pers-2) initiates stop-loss action.
3.	CNO (N12) changes mobilization billets to active duty billets in billet file.
4.	Additional active billets generate requisitions at EPMAC for enlisted and BUPERS for officers.
5.	EPMAC forwards enlisted requisitions to BUPERS.
6.	BUPERS reports unfilled enlisted and officer requisitions to EPMAC.
7.	EPMAC passes unfilled requisitions to NAVRESPERSCEN.
8.	NAVRESPERSCEN matches recall pool to mobilization requirements.
9.	PMTs reports to parent NRA for mobilization processing as required.
10.	NAVRESPERSCEN sends mailgram alert to PIM.
11.	NAVRESPERSCEN conducts initial screening of all activated PIMs.
12.	NAVRESPERSCEN forwards PIM service and medical records to the NMPS for processing.
13.	PIM report to NMPS for orders and processing.
14.	PMT prepare orders for the PIM.
15.	PMT processes and mobilizes PIM at NMPS.

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APPENDIX F

SPECIAL CASES BOARD (SCB)
(DELAYS AND EXEMPTIONS)

1. Purpose. The purpose of the SCB is to identify recalled Reservists who have significant personal, legal, medical, transportation, or other problems, requiring special attentions or affecting their mobilization. A SCB will convene to review the cases of individuals who believe they have reason for a delay or an exemption under personnel policies and criteria issued by BUPERS.

2. Policy

a. SECNAVINST 1001.10F, "Screening of the Ready Reserve" (NOTAL), is the primary means for ensuring personnel are given fair treatment and proper consideration in matters related to their mobilization responsibilities. BUPERSINST 1001.39B, "Administrative Procedures for the Selected Reserve and Drilling Members of the Individual Ready Reserve", provides requirements for screening Ready Reservists annually. The screening process will identify and remove individuals who are not mobilization ready from the Ready Reserve prior to the President or Congress declaring a war or a state of national emergency. However, there may be valid reasons for granting an individual a delay during mobilization and all SCB requests for delays will be considered. Factors to consider in developing specific delay and exemption criteria are varied and depend upon the contingency. Therefore, for each contingency, CNO (N1) will provide at the time of recall, specific guidance with the mobilization implementation directive. For mobilization planning purposes, the following information regarding SCBs should be considered:

(1) The SCB may grant a delay only when necessary and when justified under published criteria. Delays will not be used as a means for exempting personnel from active duty.

(2) The SCB will not grant an exception to Reservists experiencing temporary physical disabilities that prevent them from performing their mobilization job. Such individuals will be placed in less demanding jobs until physically qualified for reassignment.

(3) The SCB will not grant an exception to Reservists who are experiencing difficulties in arranging dependent care. In particular, Reservists who are single parents or who are married to another service member, whether on active duty or in a RC, are expected to make suitable dependent care arrangements to ensure

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immediate availability for mobilization. All commands must comply with MILPERSMAN Article 3810190, requiring each member to receive counseling and complete an OPNAV 1740/1, Navy Dependent Care Certificate.

(4) After a declaration of a state of national emergency or a state of war, Reservists will not be excused from their mobilization obligation due to civilian employment or occupations. Reservists should make advance arrangements to meet business, personal and other responsibilities to ensure they are capable of meeting required reporting times upon alert or notification.

(5) Effective upon declaration of a state of national emergency or a state of war, exemptions from mobilization will not be approved except when a screening review, per SECNAVINST 1001.10F (NOTAL), is already in process. New screening requests will not be accepted. Discharge or separation actions, in addition to delays, will be used when it would be in the best interest of the United States not to activate or to defer activation of individual Reservists.

(6) For training and planning purposes only: Reservists whose involuntary order to active duty would result in temporary, extreme personal or community hardship may, upon request, substantiated by adequate documentation or justification, be delayed for a period not to exceed 60 days beyond the date of mobilization, as deemed appropriate and approved by CHNAVPERS (BUPERS (Pers-9)).

3. Responsibilities

a. The SCB is to be established for and upon notification of all mobilization events and exercises. Reservists will receive a brief overview of the authority of the SCB and the criteria for requesting a delay or exemption.

b. Activated Reservists will be screened by the NRA maintaining their records. The commanding officer of the NRA will ensure interviews are conducted, the SCB evaluates the case, and the actions are documented per implementing mobilization directives. For individuals activated in support of Marine or Joint Forces, the NRA will coordinate activations and any delays or exemptions with the appropriate local Marine or Joint Force commanders. Reservists whose delay and exemption requests meet

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the guidelines established in SECNAVINST 1001.10F (NOTAL), should not be sent to the NMPS.

(1) The NMPS will conduct SCBs not identified at the NRA.

c. PIM personnel will receive screening at the NMPS. The LACMOB will ensure interviews are conducted, that the SCB evaluates the case, and ensure the actions are documented per implementing mobilization directives.

d. All SCBs will include a statement summarizing the cause, proceedings and disposition of each request. The LACMOB will prepare a NAVPERS 1070/613 to document the disposition of each case adjudicated. Figure F-1 provides the format for submitting a delay or exemption request.

e. Unless otherwise specified in the mobilization directory, the commanding officer of the order issuing authority or the LACMOB may authorize delays up to 7 days when a Reservist meets the criteria for a delay.

(1) Should it be judged that a delay of greater than 7 days is required, the process to request a longer delay should be initiated by the SCB or other NMPS staff after approval of the LACMOB or designee.

f. COMNAVRESFOR (for SELRES personnel) or the Commanding Officer, NAVRESPERSCEAN (for IRR, standby reserve, fleet reserve and retired personnel) may authorize delays up to 30 days.

g. Only the CHNAVPERNS may authorize delays for up to 60 days. The BUPERS SCB will be established by Pers-91.

(1) CHNAVPERNS (BUPERS (Pers-922)) will ensure that all Reservists who are delayed or exempted from mobilization are tracked.

h. The following individuals (upon designation by the LACMOB) may act on the LACMOB's behalf to approve, disapprove or modify SCB recommendations. This responsibility may not be delegated below the grade of O-3.

(1) NMPS's chief of staff/chief staff officer, operations officer and administrative officer.

(2) SRA's commander/deputy, chief of staff/chief staff officer, mobilization Officer, assistant mobilization officer, and personnel management officer.

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(3) NRA commanding officer and executive officer.

(4) PERSMOBTEAM commanding officer.

4. SCB. The SCB shall be activated for the duration of the mobilization process. At a minimum, the SCB will consist of a clerk and messenger in support of the following:

a. For SELRES: A Navy Judge Advocate General (JAG) Corps officer, a chaplain, and a line officer.

b. For PIM: Two Navy JAG Corps officers and a chaplain. It is also recommended that a line officer be present.

c. A member requesting special consideration for either delay or exemption, will be given the opportunity to meet with the SCB for a personal interview. Prior to the commencement of the interview, the senior member will introduce the members of the SCB along with their respective roles, and shall restate the authority of the board which includes:

(1) The SCB does not make any final decisions. The board merely makes a recommendation to the LACMOB or the LACMOB's designated representative.

(2) The authority of the LACMOB is limited to a 7-day delay.

(3) Normally, exemptions may only be granted if the recallee meets the requirements specified in COMNAVRESFORINST 3060.1B ADD-1 (only), Individual Addendum to the Pre-Mobilization Orientation Guide for the Selected Reserve; BUPERSINST 1001.39B, Administrative Procedures for the Selected Reserve and Drilling Members of the Individual Ready Reserve; and MILPERSMAN 1880240, Mobilization of the Ready Reserve.

d. When the interview is completed, the SCB will consider the facts surrounding the request as well as any extenuating circumstances which may be relevant and make a recommendation. The senior member of the board (the senior line officer if one is present, the senior officer or that person designated in writing) has the authority to make the final recommendation in the event that the board fails to come to a majority consensus. The SCB is to then provide their recommendation to the LACMOB or LACMOB's designated representative.

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e. The LACMOB has the following authority:

- (1) Decline the SCB's recommendation.
- (2) Accept the SCB's recommendation.
- (3) Accept the SCB's recommendation and if warranted, forward a recommendation to the appropriate authority that further delay or exemption be considered.

5. Delay/Exemption Criteria. Specific criteria for either a delay or exemption exists in certain documents or will be issued by BUPERS when a contingency recall/mobilization situation occurs. This criteria is contained in BUPERSINST 1001.39B, MILPERSMAN 1880240 and OPNAVINST 6110.1D, Physical Readiness Program.

a. Delay criteria include but are not limited to:

- (1) Situations that will lead to severe mental or physical personal hardship.
- (2) Situations that will lead to severe community hardship.
- (3) Cases in which a female member has recently given birth.

(4) Delays will not normally be given to those personnel experiencing difficulty in arranging for dependent care unless those difficulties are as a result of a recent major change in circumstances or to those personnel experiencing a temporary physical disability (condition impacting readiness for 30 days or less). In the case of a temporary physical disability, the member may be mobilized and placed in a less demanding assignment for which they are qualified.

b. Exemption criteria include but are not limited to:

- (1) Pregnancy in the second or third trimester.
- (2) Students who are enrolled in a course of graduate study or training of medicine, dentistry, veterinary medicine, osteopathy or optometry. In all cases, the member must provide the course of study leading up to awarding an M.D.
- (3) Doctors of medicine or osteopathy undergoing intern or residency programs when authorized by the mobilization directive.

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(4) Severe cases of personal or community hardship.

(5) Students who are preparing for the ministry in a recognized theological or divinity school.

(6) Students enrolled in full time high school and under 20 years of age.

(7) Reservists (officer and enlisted) who have not completed a 12-week basic training program.

c. During the review process for either a delay or exemption, if it becomes apparent that the member no longer seems able to perform the functions of a SELRES or Ready Reservist, the reserve activity is free to consider the transfer of the member to the PIM (IRR, Standby Reserve, Retired Reserve, etc.).

6. Status of Recallee while Delay/Exemption is Pending

a. A recallee is subject to the Uniform Code of Military Justice (UCMJ) once having been notified of recall (reported to the initial mobilization site) unless a determination is made that the recallee is not physically qualified. While under delay or awaiting the status of a delay/exemption request, the status of the recallee is not changed.

b. Should a delay be granted, it is imperative that the status of the recallee with respect to jurisdiction under UCMJ be made clear. This responsibility lies with either the reserve activity or PERSMOBTEAM commanding officer, as appropriate.

7. Fair Treatment. It is considered that the "fair treatment" requirements of 10 U.S.C. §673(a) will be satisfied through annual screening of the Selected Reserve. If additional consideration is to be given to the fair treatment criteria, appropriate guidelines will be specified in the implementation directive.

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FORMAT FOR REQUESTING DELAY AND EXEMPTION

FIGURE F-1

IMMEDIATE

O DDMMHHZMONYY

FM COMMAND (NRA, NMPS, COMNAVRESFOR OR NAVRESPERSCE) //

TO COMNAVRESFOR NEW ORLEANS LA//N32/OR BUPERS(PERS9) //

INFO BUPERS WASHINGTON DC//PERS91/PERS92 //

CNO OP ZERO ONE WASHINGTON DC//N312 //

CNO WASHINGTON DC//095 //

(APPROPRIATE NMPS) //

BT

UNCLAS//N03060 //

OPER/NAME //

MSGID/GENADMIN //

SUBJ/RESERVE ACTIVATION DEFERMENT/DELAY/EXEMPTION (AS APPLICABLE)

REQUEST ICO, NAME, RANK/RATE, SSN, DESIGNATOR (IF APPLICABLE) //

RMKS/1. A DESCRIPTION OF THE DEFERMENT/DELAY/EXEMPTION

REQUESTED: I.E., REASONS OF EXTREME PERSONAL HARDSHIP.

2. A DETAILED DESCRIPTION OF WHAT HAS BEEN DONE TO ALLEVIATE THE SITUATION.

3. A BRIEF STATEMENT OF HOW DELAY OR DEFERRAL ACTIONS WOULD EITHER ALLEVIATE OR RESOLVE THE PROBLEM.

4. THE NAME(S), ADDRESS(ES) AND AGES OF THE SERVICE MEMBER AND MEMBER'S DEPENDENTS.

5. THE NAME(S), ADDRESS(ES) AND AGE(S) AND RELATIONSHIP OF ALL OTHER IMMEDIATE FAMILY MEMBERS (INCLUDE: PARENT(S), BROTHER(S), AND SISTER(S) REGARDLESS OF LOCATION) (WHEN RELEVANT TO CONSIDERATION OF REQUEST; OTHERWISE NOT APPLICABLE).

6. SYNOPSIS OF MEDICAL DOCUMENTATION, (IF APPLICABLE), TO INCLUDE ATTENDING PHYSICIAN'S NAME, AREA CODE AND TELEPHONE.

7. LOCATION OF SERVICE AND MEDICAL RECORDS WITH POINT OF CONTACT AND AREA CODE AND TELEPHONE NUMBER.

8. OTHER PERTINENT DATA.

9. TELEPHONE NUMBER WHERE MEMBER MAY BE CONTACTED.

10. COMMANDING OFFICER'S ENDORSEMENT:

A. MUST CONTAIN A DEFINITE RECOMMENDATION, I.E., APPROVAL, DISAPPROVAL OR IF IN THE COMMANDING OFFICER'S OPINION THE DELAY/DEFERMENT/EXEMPTION IS NOT THE ANSWER TO THE PROBLEM, RECOMMENDATIONS AS TO THE PROPER COURSE OF ACTION.

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B. THE COMMANDING OFFICER'S BRIEF SYNOPSIS OF APPLICANT'S CASE. INCLUDE A STATEMENT AS TO WHAT ASSISTANCE HAS BEEN PROVIDED BY THE COMMAND AND LOCAL MILITARY AND CIVILIAN AGENCIES, I.E., CLERGY, SOCIAL WORKERS, NAVY RELIEF OR AMERICAN RED CROSS. ENSURE THAT THOSE AGENCIES, WHEN APPROPRIATE, HAVE BEEN CONTACTED TO GIVE ASSISTANCE.

C. APPLICANT'S DISCIPLINARY STATUS OR PENDING DISCIPLINARY ACTION. CASES OF MEMBERS AWAITING DISCIPLINARY ACTION WILL BE HELD IN ABEYANCE UNTIL DISCIPLINARY ACTION IS RESOLVED.

D. APPLICANT'S CURRENT DUTY STATUS, I.E., ON BOARD FOR DUTY, ON BOARD AT GAINING COMMAND OR IN AN APPROVED DELAY STATUS.

E. MISCELLANEOUS PERSONAL DATA: DATE MEMBER REPORTED ABOARD PRESENT COMMAND. (IF ENLISTED, DATE OF ENLISTMENT AND EXPIRATION OF ENLISTMENT OR EXTENSION, PEBD, ETC.)

F. INFORMATION CONCERNING OBLIGATED SERVICE, IF ANY.

G. COMMAND TO WHICH MEMBER WILL BE ASSIGNED (ACTUAL DEPLOYMENT DATA WILL LIKELY BE CLASSIFIED).

H. A BREAKDOWN OF ACTIVE DUTY EARNINGS AND WITHHOLDINGS, IF APPLICABLE.

I. OTHER PERTINENT DATA.

J. POINT OF CONTACT WITH NAME AND TELEPHONE NUMBER (DSN/COMMERCIAL WITH AREA CODE).

11. COMMANDING OFFICER WILL CERTIFY THAT ALL INFORMATION IS ACCURATE AND FACTUAL. ORIGINAL DOCUMENTS WILL BE HELD AT THE RESERVE SITE AND MADE AVAILABLE UPON REQUEST.

12. MESSAGES SENT TO COMPLY WITH 7-DAY NOTIFICATION PER REF A, SHOULD BE SENT TO COMNAVRESFOR NEW ORLEANS LA, CODE 02 AND BUPERS WASHINGTON DC, PERS 91/PERS 92.//

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APPENDIX G

NMPS MOBILIZATION AND ADSW STATUS REPORT
AND DATABASE FORMAT

IMMEDIATE

O DDMMHHZMONYY

FROM: NMPS SITE

TO: BUPERS WASHINGTON DC//PERS 922//

INFO: COMNAVRESFOR NEW ORLEANS LA//N1/N3//

{info site facilities as required by LACMOB}

{classify as directed by BUPERS guidance for each operation}

//N03060//

OPER/{NAME}//

MSGID/GENADMIN/ORIGINATOR/FY-XXX//

SUBJ/NMPS MOBILIZATION AND ADSW STATUS REPORT FY-XXX//

REF/A//RMG/CNO N ONE WASHINGTON DC/{dtg}//

RMKS/1. IAW REF A FOLLOWING IS MOBILIZATION STATUS REPORT FOR

NMPS _____ FOR THE PERIOD dd1600Zmonyy TO

dd1600Zmonyy.

A. TOTAL PERSONNEL PROCESSING THIS PERIOD:

(1) INVOL RECALL - {#}

NAME/RANK/SSN/DATE ARRIVED/DATE DEPARTED

{database containing specific information on individuals processing
may be faxed separately to BUPERS (Pers 922) IAW sample in this
Appendix}

(2) ADSW - {#}

NAME/RANK/SSN/DATE ARRIVED/DATE DEPARTED

(3) INDIVIDUALS EXPERIENCING A DELAY IN PROCESSING - {#}

NAME/RANK/SSN/REASON (MEDICAL/DENTAL/LEGAL/PSD/OTHER-

SPECIFY)

(4) INDIVIDUALS DEFERRED - {#}

NAME/RANK/SSN/REASON

(5) INDIVIDUALS DELAYED - {#}

NAME/RANK/SSN/REASON

(6) INDIVIDUALS EXEMPTED - {#}

NAME/RANK/SSN/REASON

(7) INDIVIDUALS UA - {#}

NAME/RANK/SSN/DATE UA/STATUS IF KNOWN

(8) INDIVIDUALS FAILING TO MEET MOB REQ - {#}

NAME/RANK/SSN/REASON

B. PERSONNEL ACCOUNTING SUMMARY:

(1) RECEIPTS - PLANNED/UNPLANNED/TOTAL GAINS

(2) MISSING/UA/DESSERTERS - {#}

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2. IAW REF A FOLLOWING IS DEMOBILIZATION STATUS REPORT FOR NMPS _____ FOR THE PERIOD dd1600Zmonyy TO dd1600Zmonyy.

A. TOTAL PERSONNEL OUTPROCESSING THIS PERIOD:

(1) INVOL RECALL - {#}

NAME/RANK/SSN/DATE ARRIVED/DATE DEPARTED

{database containing specific information on individuals processing may be faxed separately to BUPERS (Pers 922) IAW sample in this Appendix}

(2) ADSW - {#}

NAME/RANK/SSN/DATE ARRIVED/DATE DEPARTED

(3) INDIVIDUALS EXPERIENCING A DELAY IN OUTPROCESSING - {#}

NAME/RANK/SSN/REASON (MEDICAL/DENTAL/LEGAL/PSD/OTHER-

SPECIFY)

(4) INDIVIDUALS FAILING TO MEET DEMOB REQ - {#}

NAME/RANK/SSN/REASON

B. PERSONNEL ACCOUNTING SUMMARY:

(1) RECEIPTS: PLANNED/UNPLANNED/TOTAL GAINS {#}

(2) MISSING/UA/DESERTERS - {#}

(3) RAD TO NRA - {#}

(4) DISCHARGED - {#}

(5) MEDICAL HOLD - {#}

(6) LEGAL HOLD - {#}

3. PRINCIPAL PROBLEMS EXPERIENCED:

4. OM,N COSTS TO DATE: (ACTUAL/ESTIMATES IN \$)

A. CIVILIAN OVERTIME - (\$)

B. ADDITIONAL CONTRACTUAL SERVICE COSTS INCURRED - (\$)

C. ADDITIONAL SIGNIFICANT UTILITIES - (\$)

D. FACILITIES OR PUBLIC WORKS CENTER SUPPORT COSTS - (\$)

E. SIGNIFICANT CONSUMABLES REQUIRED - (\$)

F. EQUIPMENT PURCHASES REQUIRED TO SUPPORT PROCESSING NEEDS - (\$)

G. BERTHING NOT OFFSET BY PER DIEM - (\$)

H. MESSING NOT OFFSET BY PER DIEM - (\$)

I. TRANSPORTATION COSTS NOT OFFEST BY TRAVEL/PER DIEM - (\$)

J. OTHER SIGNIFICANT IDENTIFIABLE COSTS (SPECIFY)]

5. RECOMMENDATIONS:

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EXAMPLE

IMMEDIATE

O 151645ZDEC95

FM: COMNAVBASE EXAMPLE

TO: BUPERS WASHINGTON DC//922//

INFO: COMNAVRESFOR NEW ORLEANS LA//N1/N3//

UNCLAS/N03060//

OPER/JOINT ENDEAVOR//

MSGID/GENADMIN/COMNAVBASE .../96-001//

SUBJ/NMPS MOBILIZATION AND ADSW STATUS REPORT 96-001//

REF/A//RMG/CNO N ONE WASHINGTON DC/1100001ZDEC95//

RMKS/1. IAW REF A FOLLOWING IS MOBILIZATION AND ADSW STATUS REPORT FOR NMPS EXAMPLE FOR THE PERIOD 151600ZFEB96 TO 161600ZFEB96.

A. TOTAL PERSONNEL PROCESSING THIS PERIOD:

(1) INVOL RECALL - 3

JONES/LT/123456789/15FEB96/17FEB96/19FEB96

SMITH/BMC/123456789/16FEB96/17FEB96/N/A

JOHNSON/IS2/123456789/15FEB96/17FEB96/18FEB96

(2) ADSW - 1

BLANDA/CDR/123456789/16FEB96/18FEB96/19FEB96

(3) INDIVIDUALS EXPERIENCING A DELAY IN PROCESSING - 3

GRENADA/DPC/123456789/MEDICAL (ALERGIC REACTION TO

VACCINATION)

HILL/CAPT/123456789/PSD (WRONG PAY RECORD SENT FROM NRPC

FOR PIM)

LOSER/LT/123456789/LEGAL (ARRESTED AT AIRPORT, DISORDERLY

CONDUCT)

(4) INDIVIDUALS DEFERRED - 1

JONHANIS/LCDR/123456789/PREGNANT (SECOND TRIMESTER,

RETURNED TO NRA)

(5) INDIVIDUALS DELAYED - NONE

(6) INDIVIDUALS EXEMPTED - 1

MURPHY/CDR/123456789/EXEMPTED DUE TO AGE (RETURNED TO NRA)

(7) INDIVIDUALS UA - 1

CASPER/ENS/123456789/13FEB96/UNKNOWN

(8) INDIVIDUALS FAILING TO MEET MOB REQ - NONE

B. PERSONNEL ACCOUNTING SUMMARY:

(1) RECEIPTS - 3/0/3

(2) MISSING/UA/DESSERTERS - 0/1/0

2. IAW REF A FOLLOWING IS DEMOBILIZATION STATUS REPORT FOR NMPS EXAMPLE FOR THE PERIOD 151600ZFEB96 TO 161600ZFEB96.

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A. TOTAL PERSONNEL OUTPROCESSING THIS PERIOD:

(1) INVOL RECALL - NONE

(2) ADSW - NONE

(3) INDIVIDUALS EXPERIENCING A DELAY IN OUTPROCESSING - 1
MEYER/LCDR/123456789/MEDICAL (BLOOD IN URINE, UNDERGOING

ADDITIONAL TESTS)

(4) INDIVIDUALS FAILING TO MEET DEMOB REQ - 1

SIMS/YNC/123456789/MEDICAL HOLD (KNEE INJURY, SURGERY
REQUIRED, SURGERY SCHEDULED 960303, ANTICIPATED RELEASE 960410)

3. PRINCIPAL PROBLEMS EXPERIENCED: LOCAL AIRPORT WORKER STRIKE
REQUIRED TRANSPORTATION TO ALTERNATE AIRPORT VIA CHARTERED BUS. THIS
CAUSED DELAY AND COMPLICATION IN PROCESSING PERSONNEL TO GAINING
COMMAND.

4. OM,N COSTS TO DATE: (ACTUAL IN \$, ESTIMATES IN APPROX\$)

A. CIVILIAN OVERTIME - \$350

B. ADDITIONAL CONTRACTUAL SERVICE COSTS INCURRED - APPROX \$625

C. ADDITIONAL SIGNIFICANT UTILITIES - NONE

D. FACILITIES OR PUBLIC WORKS CENTER SUPPORT COSTS - UNKNOWN

E. SIGNIFICANT CONSUMABLES REQUIRED - \$250

F. EQUIPMENT PURCHASES REQUIRED TO SUPPORT PROCESSING NEEDS -

\$400

G. BERTHING NOT OFFSET BY PER DIEM - \$800

H. MESSING NOT OFFSET BY PER DIEM - APPROX \$200

I. TRANSPORTATION COSTS NOT OFFSET BY TRAVEL/PER DIEM - APPROX

\$550

J. OTHER SIGNIFICANT IDENTIFIABLE COSTS - HOLIDAY WEEKEND OFFICE
MACHINE REPAIR WORK \$340

5. RECOMMENDATION: PROVIDE UPDATED DELAY AND EXEMPTION CRITERIA, IF
AVAILABLE.

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NMPS MOBILIZATION AND ADSW DATABASE FORMAT EXAMPLE

Include the following information in table format using whatever database program is available. While the NMPS Mobilization and ADSW Status report should be transmitted via message traffic or faxed, the current spreadsheet information should be faxed daily to Pers 922.

LAST NAME	FIRST NAME	RANK	SSN	MOB START DATE	NMPS RPT DATE	DELAY WITH REASON	DEFERRED/ EXEMPTED/ UA WITH REASON	NMPS COMP DATE	CRC (JPOM) REQ'D	GAINING COMMAND LOCATION & UIC	INVOL OR ADSW
JONES	JOHN	CDR	123456789	960312	960313	NO	NO	960315	YES	AF SOUTH UIC: 62709	INVOL
CAPPS	JAMES	DPC	112233445	960312	960313	NO	NO	960315	NO	NAVFAC ALEX UIC: 00025	ADSW

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NMPS DEMOBILIZATION AND ADSW DATABASE FORMAT EXAMPLE

Include the following information in table format using whatever database program is available. While the NMPS Mobilization and ADSW Status report should be transmitted via message traffic or faxed, the current spreadsheet information should be faxed daily to Pers 922.

LAST NAME	FIRST NAME	RANK	SSN	GAINING COMMAND LOCATION & UIC	GAINING COMMAND DETACH DATE	CRC (JPOM) DETACH DATE	NMPS RPT DATE	DELAY IN OUTPROC WITH REASON	NMPS COMP DATE	SEP LEAVE END DATE	INVOL OR ADSW
JONES	JOHN	CDR	123456789	AF SOUTH UIC: 62709	961210	961215	961216	MED HOLD			INVOL
ADAMS	DAVID	HM1	223334567	CINCUSNAVEUR UIC: 0061	961210	N/A	961212	NO	961215	961223	INVOL

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APPENDIX H

PERSONNEL TRANSFER REPORT EXAMPLES

IMMEDIATE

O DDMMHHZMOMYY

FM NAVAL RESERVE ACTIVITY//(LOCATION)//

TO NMPS SITE//(LOCATION)//

NMPS PERSUPP DET//(LOCATION)//

INFO BUPERS WASHINGTON DC//PERS922//

COMNAVRESFOR NEW ORLEANS LA//N1/N3//

NAVRESPERSCEN NEW ORLEANS LA//N42//

BT

UNCLAS//NO3060//

OPER/NAME//

MSGID/GENADMIN/ORIGINATOR/FY-XXX//

SUBJ/TRANSFER OF NAVAL RESERVISTS RECALLED ISO OPERATION

(OPERATION NAME)//

REF/A//RMG/CNO N ONE WASHINGTON DC(POLICY GUIDANCE FOR SPECIFIED
OPERATION)/DTG//RMKS/1. THE FOL PERSONNEL WERE TRANSFERRED TO YOUR ACTIVITY FOR
MOBILIZATION PROCESSING IAW REF A.

SSN	RATE/NAME	DETACH DATE	TIME	EDA
-----	-----------	-------------	------	-----

2. REQ ADVMSG ALL ADDEES IF SVCMBR FAILS TO REPORT. ENSURE FAIL TO REPORT ENTRY SUBMITTED TO EPMAC.
3. POINT OF CONTACT FOR THIS MSG IS: DSN/COMMERCIAL#.

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IMMEDIATE

O DDMMHHZMOMYY

FM NMPS SITE//(LOCATION)//

TO GAINING ACTIVITY//

GAINING PERSUPP DET//(LOCATION)//

INFO CRC (JPOM) FT BENNING GA

BUPERS WASHINGTON DC//PERS922//

COMNAVRESFOR NEW ORLEANS LA//N1/N3//

NAVRESPERSSEN NEW ORLEANS LA//N42//

BT

UNCLAS//NO3060//

OPER/NAME//

MSGID/GENADMIN/ORIGINATOR/FY-XXX//

SUBJ/TRANSFER OF NAVAL RESERVISTS RECALLED ISO OPERATION

(OPERATION NAME)//

REF/A//RMG/CNO N ONE WASHINGTON DC(POLICY GUIDANCE FOR SPECIFIED OPERATION)/DTG//

RMKS/1. THE FOL PERSONNEL WERE TRANSFERRED TO YOUR ACTIVITY FOR DUTY IAW REF A.

SSN	RATE/NAME	DETACH DATE	TIME	EST. LENGTH OF STAY AT CRC	EDA
-----	-----------	-------------	------	----------------------------	-----

2. REQ ADVMSG ALL ADDEES IF SVCMBR FAILS TO REPORT. ENSURE FAIL TO REPORT ENTRY SUBMITTED TO EPMAC.

3. POINT OF CONTACT FOR THIS MSG IS: DSN/COMMERCIAL#.

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Enclosure (1)

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IMMEDIATE

O DDMMHHZMOMYY

FM NAVRESPERSCEN NEW ORLEANS LA/N42//

TO NMPS SITE//(LOCATION)//

NMPS PERSUPP DET//(LOCATION)//

INFO BUPERS WASHINGTON DC//PERS922//

COMNAVRESFOR NEW ORLEANS LA//N1/N3//

BT

UNCLAS//NO3060//

OPER/NAME//

MSGID/GENADMIN/ORIGINATOR/FY-XXX//

SUBJ/TRANSFER OF NAVAL RESERVISTS RECALLED ISO OPERATION

(OPERATION NAME)//

REF/A//RMG/CNO N ONE WASHINGTON DC//POLICY GUIDANCE FOR SPECIFIED
OPERATION)/DTG//RMKS/1. THE FOL PERSONNEL WERE TRANSFERRED TO YOUR ACTIVITY FOR
ACTIVATION/MOBILIZATION PROCESSING IAW REF A.

SSN	RATE/NAME	DETACH DATE	TIME	EDA
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2. REQ ADVMSG ALL ADDEES IF SVCMBR FAILS TO REPORT. ENSURE FAIL
TO REPORT ENTRY SUBMITTED TO EPMAC.

3. POINT OF CONTACT FOR THIS MSG IS: DSN/COMMERCIAL#.

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Enclosure (1)

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IMMEDIATE

O DDMMHHZMOMYY

FM GAINING ACTIVITY/(LOCATION)//

TO CRC (JPOM) FT BENNING GA//

NMPS SITE/(LOCATION)//

NMPS PERSUPP DET/(LOCATION)//

INFO BUPERS WASHINGTON DC//PERS922//

COMNAVRESFOR NEW ORLEANS LA//N1/N3//

NAVRESPERSSEN NEW ORLEANS LA//N42//

BT

UNCLAS//NO3060//

OPER/NAME//

MSGID/GENADMIN/ORIGINATOR/FY-XXX//

SUBJ/TRANSFER OF NAVAL RESERVISTS RECALLED ISO OPERATION

(OPERATION NAME)//

REF/A//RMG/CNO N ONE WASHINGTON DC/(POLICY GUIDANCE FOR SPECIFIED OPERATION)/DTG//

RMKS/1. THE FOL PERSONNEL WERE TRANSFERRED TO YOUR ACTIVITY FOR DEMOBILIZATION PROCESSING IAW REF A.

SSN	RATE/NAME	DETACH DATE	TIME	EST. LENGTH OF STAY AT CRC	EDA
-----	-----------	-------------	------	----------------------------	-----

2. REQ ADVMSG ALL ADDEES IF SVCMBR FAILS TO REPORT. ENSURE FAIL TO REPORT ENTRY SUBMITTED TO EPMAC.

3. POINT OF CONTACT FOR THIS MSG IS: DSN/COMMERCIAL#.

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IMMEDIATE

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FM NMPS SITE/(LOCATION)//

TO NAVAL RESERVE ACTIVITY (NRA)/(LOCATION)//

NRA PERSUPP DET/(LOCATION)//

INFO BUPERS WASHINGTON DC//PERS922//

COMNAVRESFOR NEW ORLEANS LA//N1/N3//

NAVRESPERSZEN NEW ORLEANS LA//N42//

BT

UNCLAS//NO3060//

OPER/NAME//

MSGID/GENADMIN/ORIGINATOR/FY-XXX//

SUBJ/TRANSFER OF NAVAL RESERVISTS RECALLED ISO OPERATION

(OPERATION NAME)//

REF/A//RMG/CNO N ONE WASHINGTON DC/(POLICY GUIDANCE FOR SPECIFIED OPERATION)/DTG//

RMKS/1. THE FOL PERSONNEL WERE TRANSFERRED TO YOUR ACTIVITY FOR DEACTIVATION PROCESSING IAW REF A.

SSN	RATE/NAME	DETACH DATE	TIME	EDA
-----	-----------	-------------	------	-----

2. REQ ADVMSG ALL ADDEES IF SVCMBR FAILS TO REPORT. ENSURE FAIL TO REPORT ENTRY SUBMITTED TO EPMAC.
3. POINT OF CONTACT FOR THIS MSG IS: DSN/COMMERCIAL#.

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Enclosure (1)

OPNAVINST 3060.7A

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IMMEDIATE

O DDMMHHZMOMYY

FM NMPS SITE/(LOCATION)//

TO NAVRESPERSCEN NEW ORLEANS LA//N42//

INFO BUPERS WASHINGTON DC//PERS922//

COMNAVRESFOR NEW ORLEANS LA//N1/N3//

BT

UNCLAS//NO3060//

OPER/NAME//

MSGID/GENADMIN/ORIGINATOR/FY-XXX//

SUBJ/TRANSFER OF NAVAL RESERVISTS RECALLED ISO OPERATION

(OPERATION NAME)//

REF/A//RMG/CNO N ONE WASHINGTON DC/(POLICY GUIDANCE FOR SPECIFIED
OPERATION)/DTG//

RMKS/1. THE FOL PERSONNEL WERE RELEASED FOR TRAVEL HOME IAW REF
A.

SSN	RATE/NAME	DETACH DATE	TIME	EDA
-----	-----------	-------------	------	-----

2. REQ ADVMSG ALL ADDEES IF SVCMBR FAILS TO REPORT. ENSURE FAIL
TO REPORT ENTRY SUBMITTED TO EPMAC.
3. POINT OF CONTACT FOR THIS MSG IS: DSN/COMMERCIAL#.

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Enclosure (1)

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APPENDIX I

-- NRA ACTIVATION CHECK LIST --

NRA ACTIVATION PROCESSING FOR SELECTED RESERVISTS

SECTION I: ALL ITEMS IN SECTION I MUST BE FILLED OUT PRIOR TO RESERVIST REPORTING TO THEIR NAVAL RESERVE ACTIVITY.

NAME: _____ RANK/RATE: _____
 SSN/DESIGNATOR: _____ SEX: M _____ F _____
 UNIT ASSIGNED: _____ UIC: _____
 NRA ASSIGNED: _____ UIC: _____
 NMPS ASSIGNED: _____ UIC: _____
 HOTEL ASSIGNED: _____
 TRANSPORTATION: _____ GALLEY ASSIGNED: _____
 INTERMEDIATE DUTY STATION: _____ UIC: _____
 INTERMEDIATE DUTY STATION: _____ UIC: _____
 ULTIMATE DUTY STATION: _____ UIC: _____

A. PRELIMINARY NOTIFICATION: THE FOLLOWING ITEMS MUST BE DISCUSSED WITH THE RESERVIST DURING THE NOTIFICATION PROCESS.

	VERIFIED BY NRA	YES	NO	N/A
1. NOTIFY RESERVIST OF RECALL. DATE/TIME: _____				
2. NOTIFY RESERVIST THAT HE/SHE CANNOT REQUEST TRANSFER TO IRR; DIRECT RESERVIST NOT TO CHANGE EMPLOYER HEALTH PLANS UNTIL AFTER REPORTING TO THE NRA; INFORM RESERVIST THAT MOVEMENT OF FAMILY AND/OR HOUSEHOLD GOODS IS NOT AUTHORIZED.				
3. CAN RESERVIST REPORT TO NRA WITHIN 24 HOURS OF NOTIFICATION? IF NO, EXPLAIN SITUATION, CONDITION, REASON WHICH WILL PREVENT THE RESERVIST FROM REPORTING WITHIN 24 HOURS OF NOTIFICATION: _____ _____				
4. CAN RESERVIST BE ACTIVATED BASED ON COMNAVRESFOR AND BUPERS CRITERIA? IF NO, EXPLAIN SITUATION, CONDITION AND REASON WHICH MAY IMPEDE MOBILIZATION: _____ _____ (ADVISE RESERVIST TO BRING SUPPORTING DOCUMENTATION.)				

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	VERIFIED BY/NRA	YES	NO	N/A
5. RESERVIST ADVISED THAT ONCE NOTIFIED FOR RECALL THEY ARE SUBJECT TO UCMJ.				
6. WAS RESERVIST A FORMER PEACE CORPS MEMBER IN AREA OF RESPONSIBILITY (AOR)? (CANNOT DEPLOY IN ANY INTEL CAPACITY TO COUNTRY IN WHICH SERVED/TRAINED.) IF YES, PROVIDE LOCATIONS AND DATES: _____ _____ (NRA MUST CONFIRM INFORMATION WITH PEACE CORPS HQ; DIAL 1-800-424-8580.)				
7. a. WAS RESERVIST A POW IN AOR?				
b. IF YES, DOES RESERVIST WAIVE EXEMPTION?				
8. a. IS RESERVIST EMPLOYED? IF YES, DIRECT RESERVIST TO NOTIFY EMPLOYER OF RECALL IN WRITING.				
b. DID RESERVIST PROVIDE DOCUMENTATION OF RECALL TO EMPLOYER? IF NO, FAX ORDERS (UNLESS UNEMPLOYED).				
9. RESERVIST DIRECTED TO BRING THE FOLLOWING DOCUMENTATION TO SUPPORT PERSONNEL PROCESSING REQUIREMENTS:				
a. A VOIDED PERSONAL CHECK OR DEPOSIT SLIP SHOWING BANK ADDRESS AND TELEPHONE, BANK ROUTING NUMBER AND ACCOUNT NUMBER FOR MANDATORY ALLOTMENT/ ENROLLMENT IN DIRECT DEPOSIT SYSTEM (DDS). INFORM RESERVIST THAT IT IS MANDATORY THAT ACTIVE DUTY PAY AND ALLOTMENTS TO FINANCIAL INSTITUTIONS BE DELIVERED BY DDS. DDS INFORMATION USED TO DELIVER DRILL PAY WILL BE USED FOR ACTIVE DUTY PAY UNLESS THE MEMBER INITIATES A CHANGE AT THE NMPS. TO CHANGE WHERE PAY WILL BE DELIVERED OR TO REQUEST THIS TYPE OF ALLOTMENT MEMBERS MUST BRING THE INFORMATION SHOWN ON EITHER A VOIDED PERSONAL CHECK OR DEPOSIT SLIP. RECOMMEND THE MEMBER BRING ADDITIONAL CHECKS TO ACCESS FUNDS AND, IF NECESSARY, ARRANGE FOR AUTOMATED DEDUCTIONS FOR FIXED EXPENSES (e.g. MORTGAGE OR CAR PAYMENTS, ETC.).				
b. COPY OF CURRENT MORTGAGE (WITH PRINCIPAL/INTEREST/ TAX /INSURANCE BREAKDOWN) OR RENTAL AGREEMENT AND DOCUMENTATION OF ONE MONTH'S AVERAGE UTILITIES TO SUBSTANTIATE ENTITLEMENT TO VARIABLE HOUSING ALLOWANCE (VHA).				
c. COPY OF MOST RECENT EYEGLASS PRESCRIPTION AND EXTRA SET OF EYEGLASSES. INFORM RESERVIST THAT CONTACT LENSES MAY NOT BE AUTHORIZED FOR FORWARD DEPLOYED MEMBERS, DEPENDING UPON WHERE ASSIGNED.				

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	VERIFIED BY/NRA	YES	NO	N/A
d. EXTRA HEARING AID/BATTERIES.				
e. APPROVED LEGAL MEDICATIONS RESERVIST IS TAKING AT THE DIRECTION OF PHYSICIAN OR DENTIST AND COPY OF PRESCRIPTION(S) OR OTHER DOCUMENTATION.				
f. IF A MEDICAL CORPS, DENTAL CORPS, MEDICAL SERVICE CORPS (CLINICAL), OR NURSE CORPS, CERTIFIED COPIES OR PROOF OF FOLLOWING PER BUMEDINST 6320.66A. *CENTRALIZED CREDENTIALING AND PRIVILEGING DEPARTMENT (CCPD) IN JACKSONVILLE, FL (904) 542-7200, MUST BE CONTACTED TO VERIFY ACCURACY. (REQUIRED DOCUMENTATION MUST BE FORWARDED IF NOT ON FILE.)				
(1) CURRENT LICENSE/CERTIFICATE.				
(2) CURRENT BCLS, ACLS, PALS, NALS, CARDS, ETC.				
(3) CURRENT DEMOGRAPHIC INFORMATION IF A MEDICAL DEPARTMENT OFFICER.				
(4) INTERNSHIP.				
(5) RESIDENCY.				
(6) BOARD CERTIFICATION IN SPECIALTY OR BOARD CERTIFICATION QUALIFICATIONS.				
g. DOCUMENTATION TO SUPPORT CHANGES TO PERSONAL STATUS NOT CURRENTLY REFLECTED IN SERVICE RECORD AFFECTING ACTIVE DUTY GAIN PROCESSING AT PSD, I.E.:				
(1) CERTIFICATION OF DISCHARGE/ SEPARATION (DD-214) OF ALL FORMER PERIODS OF ACTIVE DUTY.				
(2) BIRTH, ADOPTION OR GUARDIANSHIP CERTIFICATES FOR ALL DEPENDENTS.				
(3) COPIES OF ALL CURRENT CHILD SUPPORT AGREEMENTS				
(4) SOCIAL SECURITY NUMBERS FOR SELF AND DEPENDENTS.				
(5) CERTIFIED COPY OF MARRIAGE CERTIFICATE FOR PRESENT MARRIAGE.				
(6) CERTIFIED COPIES OF DOCUMENTATION TERMINATING ANY PREVIOUS MARRIAGE, SUCH AS DIVORCE/ANNULMENT DECREE OR SPOUSE'S DEATH CERTIFICATE.				
(7) CERTIFICATE OF FULL-TIME ENROLLMENT FOR SELF AND COLLEGE-AGE DEPENDENTS FROM SCHOOL REGISTRAR.				
(8) SIGNED STATEMENT FROM LICENSED PHYSICIAN OR MEDICAL OFFICER FOR DEPENDENT PARENT/CHILDREN OVER 21 YEARS OF AGE WHO ARE INCAPACITATED.				
(9) DOCUMENTATION TO SUPPORT ENROLLMENT OF EXCEPTIONAL FAMILY MEMBER.				
h. INFORMATION TO UPDATE SECURITY CLEARANCE, I.E. NAMES, PLACES AND DATES OF BIRTH FOR SPOUSE, RESERVIST'S PARENTS AND SPOUSES PARENTS, LIST OF PREVIOUS RESIDENCES AND DATES, NAMES AND ADDRESSES OF PERSONAL AND PROFESSIONAL REFERENCES, NAMES AND ADDRESSES OF EMPLOYERS FOR PAST 10 YEARS OR SINCE GRADUATION FROM HIGH SCHOOL/COLLEGE, AND DATES OF PREVIOUS EDUCATION.				
i. CURRENT DRIVERS LICENSE (TO SUPPORT ISSUANCE OF GOVERNMENT LICENSE).				

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	VERIFIED BY NRA	YES	NO	N/A
10. DOES RESERVIST HAVE A MILITARY SPOUSE? IF YES, ENSURE DON DEPENDANT CARE CERTIFICATE (OPNAV 1070/1) IS CURRENT AND VERIFIED.				
11. DOES RESERVIST REQUIRE A WILL? IF YES, ANNOTATE REQUIREMENT IN NMPS INFORMATION/ACTION SECTION ON LAST PAGE. IF RESERVIST HAS CURRENT, VALID WILL, ENSURE PRIMARY NEXT OF KIN AND FAMILY KNOW LOCATION.				
12. DOES RESERVIST REQUIRE POWER(S) OF ATTORNEY FOR FINANCES/TAX FILING/CHILD CARE/HOUSEHOLD GOODS FOR STORAGE/ETC? IF YES, ANNOTATE REQUIREMENT(S) IN NMPS INFORMATION/ACTION SECTION ON LAST PAGE.				
13. a. NOTIFY RESERVISTS DEPLOYING OUTCONUS THAT PRIVATELY OWNED VEHICLE (POV) TRAVEL TO NMPS NOT AUTHORIZED.				
b. NOTIFY RESERVISTS THAT POV USAGE MAY BE AUTHORIZED AT DISCRETION OF COMNAVRESFOR AND RISK OF OWNER.				
c. RESERVISTS AUTHORIZED POV USAGE ARE ADVISED TO BRING VEHICLE REGISTRATION, DRIVER'S LICENSE AND CAR INSURANCE INFORMATION TO OBTAIN BASE STICKER.				
14. ADVISE RESERVIST DEPLOYING OUTCONUS THAT PERSONAL LUGGAGE NOT TO EXCEED TWO PIECES, 70 LBS/62 LINEAR INCHES PER PIECE IS AUTHORIZED. RESERVIST ALSO ALLOWED ONE SMALL CARRYON BAG (30 LBS), IN ADDITION TO ANY WEAPON(S) ISSUED.				
15. DOES RESERVIST REQUIRE HOUSEHOLD GOODS STORAGE? IF YES, ANNOTATE REQUIREMENT(S) IN NMPS INFORMATION/ACTION SECTION ON LAST PAGE. ADVISE RESERVIST THAT POWER OF ATTORNEY WILL BE REQUIRED FOR INDIVIDUAL, OTHER THAN RESERVIST, WHO EXECUTES STORAGE PROCESS.				
16. RESERVIST ADVISED OF ADDITIONAL REQUIREMENTS UNIQUE TO THIS OPERATION. (NOTE: NRA WILL DEVELOP AN ADDENDUM CHECKLIST BASED ON ACTIVATION/ MOBILIZATION POLICY GUIDANCE ISSUED BY CNO AND/OR N1/BUPERS FOR THE OPERATION).				
17. RESERVIST ADVISED OF DATE/TIME/PLACE TO REPORT FOR NRA ACTIVATION PROCESSING AS FOLLOWS:				

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	VERIFIED BY NRA	YES	NO	N/A
18. NOTIFY RESERVIST TO UPDATE FAMILY CARE PLANS, IF REQUIRED, AND TO BRING UPDATED COPY TO ACTIVATION NRA. UPON REPORTING, IF DUAL-MILITARY FAMILY, ANNOTATE MILITARY SERVICE AND UNIT ASSIGNMENT OF OTHER FAMILY MEMBER, AND WHETHER ALERTED FOR RECALL FOR CURRENT CONTINGENCY, IF REQUIRED.				
19. RESERVIST ADVISED OF TRANSPORTATION ARRANGEMENTS TO NRA, AS APPLICABLE.				
20. NOTIFY RESERVIST OF PLANNED RLD FOR INDIVIDUAL/UNIT.				

SIGNATURE OF NOTIFYING OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

SECTION II. ALL ITEMS IN SECTION II MUST BE FILLED OUT PRIOR TO RESERVIST DEPARTING FOR NMPS.

A. SPECIAL CASES BOARD ACTION:

RESERVIST IS REQUESTING A DELAY OR EXEMPTION BOARD DUE TO THE FOLLOWING REASONS:

CONSULT ACTIVATION/MOBILIZATION POLICY GUIDANCE ISSUED BY CNO N1/ BUPERS FOR DELAY AND EXEMPTION CRITERIA RELATIVE TO THIS OPERATION. (NOTE: ATTACH COPY OF BOARD RESULTS IF RESERVIST IS DELAYED OR EXEMPTED.)

B. PERSONNEL/PSD REQUIREMENTS:

	YES	NO	N/A
1. HAS RESERVIST PERSONALLY REVIEWED AND ACKNOWLEDGED ORDERS AND INSTRUCTIONS THEREIN? IF NO, ENSURE ORDERS ARE REVIEWED/EXPLAINED.			
2. RESERVIST CURRENTLY ENROLLED IN DDS?			
a. IF NOT ENROLLED, DID RESERVIST BRING VOIDED CHECK/DEPOSIT SLIP FOR ENROLLMENT AT NMPS? **			
b. DOES RESERVIST REQUIRE CHANGE IN DESIGNATED FINANCIAL INSTITUTION FOR DDS?			
c. IF CHANGE REQUIRED, DID RESERVIST BRING VOIDED CHECK/DEPOSIT SLIP TO CHANGE AT NMPS? **			
3. HAS RESERVIST RECENTLY BEEN DISCHARGED/RELEASED FROM ACTIVE DUTY? IF YES, DISCHARGE/RELEASE DATE WAS (DATE:) _____ (NOTE: DISCHARGE WITHIN PAST 30 DAYS MAY CREATE DIFFICULTY IN ESTABLISHING MASTER MILITARY PAY ACCOUNT, ANNOTATE INFORMATION/ ACTION SECTION ON LAST PAGE.			
4. HAS RESERVIST SERVED 16 OR MORE YEARS OF <u>ACTIVE DUTY</u> (INCLUDING AT, ADT, ADSW, MOBILIZATION) OR, WILL RESERVIST REACH 58 YEARS OF AGE PRIOR TO COMPLETION OF RECALL? IF YES, CONTACT BUPERS (PERS-91) FOR CALCULATION OF ACDU SERVICE. IF RESERVIST HAS POTENTIAL FOR SANCTUARY DURING THIS RECALL, NOTIFY COMNAVRESFOR (N32) FOR GUIDANCE/ DETERMINATION.			

****NOTE** SEE SECTION J NUMBER 6**

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	YES	NO	N/A
5. DOES RESERVIST'S EOS OCCUR WITHIN PERIOD OF RECALL PLUS 30 DAYS? IF YES, CONSULT ACTIVATION/MOBILIZATION POLICY GUIDANCE ISSUED BY CNO (N1) TO DETERMINE POSSIBLE EXEMPTION STATUS. IN LIEU OF EXEMPTION, RESERVIST MAY OPT TO REENLIST. NRA COMPLETE REENLISTMENT CONTRACT. RESERVIST TAKE COMPLETED CONTRACT TO NMPS FOR EXECUTION.			
6. DOES RESERVIST POSSESS VALID RESERVE ID CARD (DD FORM 2)?			
a. ITEM CORRECTED.			
7. ARE RESERVIST'S FAMILY MEMBERS ENROLLED IN DEERS/RAPIDS? IF NO, INITIATE APPLICATIONS AND MAKE FURTHER ARRANGEMENTS FOR ISSUING DEPENDENT ID CARD.			
a. ITEM CORRECTED.			
8. IS RESERVIST'S SERVICE RECORD PAGE TWO CURRENT AND ACCURATE? IF NO, ENSURE RESERVIST HAS REQUIRED DOCUMENTATION FOR UPDATE AT NMPS. **			
9. DOES RESERVIST HAVE CURRENT, COMPLETE NAVY DEPENDENT CARE CERTIFICATE? IF NO, OBTAIN CURRENT CERTIFICATE FROM RESERVIST.			
a. ITEM CORRECTED.			
10. DOES RESERVIST NEED TO REVIEW OR REVISE SGLI 8286? IF YES, COMPLETE ACTIONS.			
a. ITEM CORRECTED.			
11. DOES RESERVIST HAVE DOCUMENTATION TO ESTABLISH VHA (CURRENT MORTGAGE (WITH PRINCIPAL/INTEREST/TAXES) OR RENTAL AGREEMENT AND DOCUMENTATION OF 1-MONTH'S AVERAGE UTILITIES)? IF NO, ENSURE RESERVIST OBTAINS REQUIRED DOCUMENTATION FOR PROCESSING AT NMPS. **			
12. ADVANCEMENT EXAMS ORDERED AND WORKSHEETS COMPLETED? FORWARD EXAMS TO GAINING COMMAND PSD.			
13. DOES RESERVIST HAVE ORIGINAL, ENDORSED ORDERS AND SERVICE RECORD IN HAND?			
14. ARE THERE ANY PERSONNEL ISSUES WHICH REQUIRE SPECIAL ATTENTION AT THE NMPS? IF YES, ANNOTATE REQUIREMENT IN NMPS INFORMATION/ACTION SECTION ON LAST PAGE. **			

NOTE SEE SECTION J NUMBER 6

SIGNATURE OF CERTIFYING PERSONNEL/PDS OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

SIGNATURE OF RESERVIST: _____

DATE/TIME: _____

C. MEDICAL REQUIREMENTS:

	YES	NO	N/A
1. IS THE RESERVIST CURRENTLY TEMPORARY NOT PHYSICALLY QUALIFIED (TNPQ)? IF YES, DETERMINE REASON AND PROJECTED DATE FOR RETURN TO FULL DUTY AND/OR IDENTIFY POTENTIAL FOR DELAY OR EXEMPTION.			
2. DID THE RESERVIST PASS THE MOST CURRENT PHYSICAL READINESS TEST (PRT)? IF NO, CONSULT ACTIVATION/DEMobilIZATION POLICY GUIDANCE ISSUED BY CNO/N1/BUPERS.			
IN REVIEW OF MEDICAL RECORD, IS THERE ANY CONDITION WHICH MAY IMPACT THE RESERVIST'S ABILITY TO MOBILIZE? IF YES, EXPLAIN: _____ _____			
4. IS THE RESERVIST PREGNANT? IF RESULTS CONFIRM POSITIVE, CONSULT ACTIVATION/ MOBILIZATION POLICY GUIDANCE ISSUED BY CNO/N1 TO DETERMINE POSSIBLE DELAY OR EXEMPTION STATUS.			
5. ARE IMMUNIZATIONS CURRENT FOR THIS OPERATION? IF NO, ANNOTATE REQUIREMENTS IN NMPS INFORMATION/ACTION SECTION ON THE LAST PAGE (NOTE: FOR RESERVISTS NEEDING MULTIPLE IMMUNIZATIONS, NRA SHOULD PROVIDE AS MANY SHOTS AS POSSIBLE DURING ACTIVATION). **			
6. DOES THE RESERVIST HAVE A CURRENT HIV TEST IAW SECNAVINST 5300.30C? IF NO, ANNOTATE REQUIREMENT IN NMPS INFORMATION/ACTION SECTION ON LAST PAGE. **			
7. DOES THE DEERS DATABASE REFLECT A DNA SAMPLE ON FILE? IF NOT, ANNOTATE REQUIREMENT UNDER NMPS INFO/ACTION SECTION. **			
8. DID RESERVIST BRING COPY OF MOST RECENT EYEGLASS PRESCRIPTION AND EXTRA SET OF GLASSES?			
9. DID RESERVIST BRING EXTRA HEARING AID BATTERIES?			

****NOTE** SEE SECTION J NUMBER 6**

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	YES	NO	N/A
10. DID RESERVIST BRING 180-DAY SUPPLY OF APPROVED LEGAL MEDICATIONS AND COPY OF PRESCRIPTION(S)/ DOCUMENTATION?			
11. DOES THE RESERVIST HAVE A FAMILY MEMBER WHO SHOULD BE ENROLLED IN THE EXCEPTIONAL FAMILY MEMBER PROGRAM? IF YES, ANNOTATE REQUIREMENT IN NMPS INFORMATION/ ACTION SECTION ON LAST PAGE AND ENSURE REQUIRED DOCUMENTATION IS IN RESERVIST'S POSSESSION. **			
12. DOES RESERVIST DESIRE ENROLLMENT IN TRICARE? IF YES, ENSURE APPROPRIATE ELECTION FORMS ARE FILLED OUT AND PROCESSED.			
13. DOES RESERVIST HAVE MEDICAL RECORD IN HAND?			
14. ARE THERE ANY MEDICAL ISSUES WHICH REQUIRE SPECIAL ATTENTION AT THE NMPS? IF YES, ANNOTATE REQUIREMENT IN NMPS INFORMATION/ACCESS SECTION ON LAST PAGE. **			

SIGNATURE OF CERTIFYING MEDICAL OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

SIGNATURE OF RESERVIST: _____

DATE/TIME: _____

D. DENTAL REQUIREMENTS:

	YES	NO	N/A
1. IS THE RESERVIST CURRENTLY DENTAL CLASS 1 OR 2? IF NEITHER, ANNOTATE IN NMPS INFORMATION/ACTION SECTION ON LAST PAGE. **			
2. IF ENROLLED IN TRICARE SELECTED RESERVE DENTAL PROGRAM AND RECALLED FOR 30 DAYS OR MORE, HAS MEMBER BEEN DISENROLLED? IF NO, MEMBER MUST BE DISENROLLED.			
a. ITEM CORRECTED?			
3. IN REVIEW OF RESERVIST'S DENTAL RECORD, IS THERE ANY CONDITION WHICH MAY IMPACT THE RESERVIST'S ABILITY TO MOBILIZE? IF YES, EXPLAIN: _____			

NOTE SEE SECTION J NUMBER 6

	YES	NO	N/A
4. DOES RESERVIST HAVE CURRENT PANORAL X-RAY? IF NO, ANNOTATE REQUIREMENT IN NMPS INFORMATION/ACTION SECTION ON LAST PAGE. **			
5. DOES RESERVIST HAVE DENTAL RECORD IN HAND?			
6. ARE THERE ANY DENTAL ISSUES WHICH REQUIRE SPECIAL ATTENTION AT THE NMPS? IF YES, ANNOTATE REQUIREMENTS IN NMPS INFORMATION/ACTION SECTION ON LAST PAGE. **			

SIGNATURE OF CERTIFYING DENTAL OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

SIGNATURE OF RESERVIST: _____

DATE/TIME: _____

E. LEGAL REQUIREMENTS:

	YES	NO	N/A
1. DOES THE RESERVIST HAVE ANY PENDING CIVIL OR CRIMINAL ISSUES/CHARGES? (THIS WOULD INCLUDE DIVORCE, CHILD CUSTODY ISSUES, ETC.) IF YES, CONSULT ACTIVATION/MOBILIZATION POLICY GUIDANCE ISSUED BY CNO/N1/BUPERS; LIST DETAILS OF PENDING CHARGES (WHO, WHAT, WHEN, WHERE, WHY, ETC.): _____ _____ _____			
2. DOES THE RESERVIST'S HAVE ANY OTHER LEGAL ISSUES WHICH MAY IMPACT MOBILIZATION? IF YES, EXPLAIN: _____ _____ _____ ANNOTATE PROBLEMS/ISSUES IN NMPS INFORMATION/ACTION SECTION ON LAST PAGE. **			
3. HAS RESERVIST PROVIDED POWERS OF ATTORNEY TO APPLICABLE PEOPLE FOR FINANCIAL ISSUES, TAXES, CHILD CARE, HOUSEHOLD GOODS, STORAGE, ETC? IF NO, ANNOTATE REQUIREMENT IN NMPS INFORMATION/ACTION SECTION ON LAST PAGE. **			
4. DOES THE RESERVIST HAVE A CURRENT WILL ON FILE? IF NO, ANNOTATE REQUIREMENT IN NMPS INFORMATION/ACTION SECTION ON LAST PAGE. **			

****NOTE** SEE SECTION J NUMBER 6**

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	YES	NO	N/A
5. ARE THERE ANY LEGAL ISSUES WHICH REQUIRE SPECIAL ATTENTION AT THE NMPS? IF YES, ANNOTATE REQUIREMENT IN NMPS INFORMATION/ACTION SECTION ON LAST PAGE. **			

SIGNATURE OF CERTIFYING LEGAL OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

SIGNATURE OF RESERVIST: _____

DATE/TIME: _____

E. SECURITY REQUIREMENTS:

	YES	NO	N/A
1. DOES RESERVIST MEET SECURITY CLEARANCE REQUIREMENTS FOR THE MOBILIZATION BILLET?			
2. HAS THE RESERVIST'S SECURITY CLEARANCE DATA BEEN ANNOTATED ON ORDERS?			

SIGNATURE OF CERTIFYING SECURITY OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

SIGNATURE OF RESERVIST: _____

DATE/TIME: _____

G. SUPPLY REQUIREMENTS:

	YES	NO	N/A
1. DOES RESERVIST HAVE A FULL RESERVE SEABAG (TO INCLUDE GOOD-FITTING UNIFORMS IN GOOD REPAIR) FOR WHICH ELIGIBLE UPON RECALL/MOBILIZATION? IF NO, PROVIDE EXCHANGE/FILL SHORTFALLS AS FEASIBLE WITH ONBOARD STOCK. IDENTIFY OTHER REQUIRED ITEMS INCLUDING QUANTITY AND SIZE IN NMPS INFORMATION/ACTION SECTION ON LAST PAGE. ADVISE RESERVISTS OF HOW SEABAG SHORTAGES WILL BE ADDRESSED, AND AT WHOSE EXPENSE. **			

SIGNATURE OF CERTIFYING SUPPLY OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

SIGNATURE OF RESERVIST: _____

DATE/TIME: _____

****NOTE** SEE SECTION J NUMBER 6**

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H. FAMILY REQUIREMENTS:

	YES	NO	N/A
1. DOES THE RESERVIST HAVE ANY FAMILY MEMBERS WITH SPECIAL NEEDS, MEDICAL OR OTHER?			
2. WAS RESERVIST PROVIDED WITH INFORMATION, INCLUDING DEPLOYMENT BRIEF AND NRA OMBUDSMAN'S NAME AND PHONE NUMBER FOR FAMILY MEMBERS?			
3. DID RESERVIST RECEIVE BRIEF ON OPNAVINST 1740.4A (FAMILY CARE PLAN) REQUIREMENTS?			
4. DOES RESERVIST REQUIRE HOUSEHOLD GOODS STORAGE? IF YES, ENSURE THE RESERVIST IS AWARE OF REQUIREMENT TO HAVE POWER OF ATTORNEY FOR INDIVIDUAL, OTHER THAN RESERVIST, WHO EXECUTES STORAGE PROCESS. ANNOTATE STORAGE REQUIREMENTS IN NMPS INFORMATION/ACTION SECTION ON LAST PAGE. **			

SIGNATURE OF CERTIFYING NRA OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

SIGNATURE OF RESERVIST: _____

DATE/TIME: _____

I. EMPLOYER SUPPORT:

	YES	NO	N/A
1. HAS RESERVIST COMPLETED THE EMPLOYER SURVEY FORM(S)?			
2. IS RESERVIST'S EMPLOYER SUPPORTIVE OF THEIR RECALL?			

SIGNATURE OF CERTIFYING NRA OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

SIGNATURE OF RESERVIST: _____

DATE/TIME: _____

****NOTE** SEE SECTION J NUMBER 6**

J. NRA FINAL CERTIFICATION:

	YES	NO	N/A
1. NRA HAS COMPLETED ALL ACTIVATION REQUIREMENTS AND RESERVIST IS READY TO PROCEED TO THE NMPS? IF NO, EXPLAIN: _____ _____ _____			
2. ORDERS, SERVICE, MEDICAL AND DENTAL RECORDS WITH RESERVIST?			
3. NRA HAS NOTIFIED NMPS OF RESERVIST'S TRAVEL ARRANGEMENTS AND ITINERARY? REMIND RESERVIST HE/SHE CAN NOT CHANGE TRAVEL ARRANGEMENTS WITHOUT THE APPROVAL OF NRA COMMANDER. ADVISE RESERVIST TO NOTIFY NMPS POC IF DELAYED ENROUTE AND CONSEQUENCES OF FAILURE TO REPORT AS ORDERED.			
4. RESERVIST INCLUDED IN A PERSONNEL TRANSFER REPORT IDENTIFYING RESERVISTS COMPLETING ACTIVATION AND THEIR EXPECTED REPORT DATE TO THE NMPS?			
5. RESERVIST PROVIDED WITH NMPS CONTACT PHONE NUMBER?			
6. <u>NMPS INFORMATION/ACTION SECTION</u> . ALL ISSUES REQUIRING NMPS ATTENTION HAVE BEEN ANNOTATED BELOW? ** _____ _____ _____ _____ _____ _____			
7. RESERVIST PROVIDED TWO COPIES OF THEIR COMPLETED ACTIVATION CHECK LIST (ONE TO RETAIN AND ONE TO PROVIDE TO THE NMPS)? THE COMPLETED ORIGINAL ACTIVATION CHECK LIST IS RETAINED AT THE NRA IN THE RESERVIST'S PERSONAL RECALL FILE.			

SIGNATURE OF CERTIFYING NRA OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

SIGNATURE OF RESERVIST: _____

DATE/TIME: _____

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APPENDIX J

-- NMPS MOBILIZATION CHECK LIST --

NMPS MOBILIZATION PROCESSING FOR SELECTED RESERVISTS

NOTE: ALL ITEMS MUST BE FILLED OUT PRIOR TO RESERVIST DEPARTING THE NMPS.

NAME: _____ RANK/RATE: _____
 SSN/DESIGNATOR: _____ SEX: M _____ F _____
 UNIT ASSIGNED: _____ UIC: _____
 ULTIMATE DUTY STATION: _____ UIC: _____

A. INITIAL NMPS REQUIREMENTS:

	YES	NO	N/A
1. RESERVIST HAS A DELAY OR EXEMPTION REQUEST? IF YES, WHAT ARE THE REASONS? _____ _____ _____ _____ _____ _____ _____			
2. RESERVIST REQUIRES, A SPECIAL CASES BOARD BE CONDUCTED? IF YES, EXPLAIN FINAL DETERMINATION: _____ _____ _____ _____ _____ _____ _____ _____			
3. IF REQUIRED, CRC (JPOM) CHECKLIST PROVIDED?			

SIGNATURE OF CERTIFYING NMPS OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

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B. PSD REQUIREMENTS:

	YES	N/A	NO; HOLD AND REASON	CORRECTED DATE
1. GREEN ID CARD ISSUED?				
2. IF REQUIRED, A VALID GENEVA CONVENTION CARD ISSUED?				
3. IF REQUIRED, DOG TAGS (TWO, W/ CHAIN) ISSUED?				
4. ENTERED INTO MAPMIS AS A GAIN?				
5. MMPA ESTABLISHED AND AUDITED?				
6. IF RESERVIST HAS MILITARY OR PRIOR MILITARY SPOUSE HAS DON DEPENDENT CARE CERTIFICATE (OPNAV 1070/1) BEEN PREPARED AND VERIFIED?				
7. NAVPERS 1070/602 (PAGE 2) UPDATED AND VERIFIED?				
8. DEERS ENROLLMENT INFORMATION VERIFIED AND ENTERED IN RAPIDS?				
9. DEPENDENT ID CARD APPLICATIONS PREPARED?				
10. BAQ ENTITLEMENT REVIEWED AND PROPER EVENT REPORTED?				
11. VHA ENTITLEMENT REVIEWED AND INITIATED?				
12. RESERVIST ADVISED OF MONTGOMERY GI BILL BENEFITS?				
13. TRICARE ELECTION CERTIFICATE VERIFIED, COMPLETE AND IN RESERVIST'S SERVICE RECORD?				

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	YES	N/A	NO/HOLD/AND/REASON	CORRECTED DATE
14. SGLI VERIFIED OR INITIATED?(INFORM MEMBER THAT AMOUNT OF SGLI COVERAGE CURRENTLY IN FORCE WILL CARRY OVER TO ACTIVE DUTY UNLESS THE MEMBER INITIATES A CHANGE. SUBMIT AN INITIAL ELECTION OR CHANGE IF APPROPRIATE.)				
15. DOES RESERVIST HAVE NECESSARY SECURITY CLEARANCE AND CORRECT OPNAV 5520/20 IN SERVICE RECORD?				
16. COMPLETE HISTORY OF ASSIGNMENT (NAVPERS 1070/605) OR ENLISTED PERFORMANCE RECORD (NAVPERS 1070/609) ENTERED?				
17. DD-2058 (STATE OF LEGAL RESIDENCE) VERIFIED OR PREPARED?				
18. STATE/FEDERAL TAX WITHHOLDING FORMS VERIFIED/PREPARED?(W-4)				
19. ALLOTMENT REQUESTS COMPLETED/PROCESSED? (NAVCOMPT 2273)				
20. IF REQUIRED, TRAVEL OR COUNTRY CLEARANCE PREPARED IN ACCORDANCE WITH OPNAVINST 4650.11E?				
21. PAGE 13 (NAVPERS 1070/613) ENTRY AFFIDAVIT OF NON-RECEIPT OF PENSION OR DISABILITY COMPENSATION COMPLETED AND SIGNED IF NOT COMPLETED BY THE NRC/NRA?				

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	YES	NO	NO HOLD AND REASON	REMARKS (OPEN)
22. FOR OFFICERS ONLY: REPORT OF HOME OF RECORD AND PLACE IN WHICH ORDERED TO A TOUR OF ACTIVE DUTY (NAVPERS 1070/74) COMPLETED IF NOT COMPLETED BY THE NRC/NRA?				
23. ENTITLEMENT TO PER DIEM VERIFIED IN ORDERS?				
24. SERVICE RECORD SCREENED FOR SANCTUARY? IF RESERVIST WILL BECOME ELIGIBLE FOR SANCTUARY WHILE ON ORDERS CONTACT BUPERS (PERS-91).				
25. FOR ENLISTED ONLY: REENLISTMENT PROCESS INITIATED AS NECESSARY?				
26. ENROLLED IN DDS?				
27. SPECIAL PAY AND ALLOWANCES PROPERLY INITIATED?				
28. ENTITLEMENT TO SPECIAL CLOTHING ALLOWANCE INITIATED?				
29. FAMILY SEPARATION ALLOWANCE INITIATED?				
30. IF REQUESTED, ADVANCED TRAVEL PAY INITIATED?				
31. BENEFITS AND ENTITLEMENTS REVIEWED W/RESERVIST (PER POLICY GUIDANCE)?				

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	YES	NO	NO, HOLD AND REASON	CORRECTED DATE
32. SERVICE RECORD WITH RESERVIST?				
33. ORDERS PROPERLY ENDORSED?				
34. TICKETS WITH GTR TRANSPORTATION ARRANGED FOR FORWARD DEPLOYMENT WITH RESERVIST?				
35. IF REQUIRED, DOES RESERVIST NEED TO APPLY FOR A PASSPORT/VISA?				

SIGNATURE OF CERTIFYING PSD OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

C. MEDICAL REQUIREMENTS:

	YES	N/A	NO, HOLD AND REASON	CORRECTED DATE
1. PHYSICAL EXAM CURRENT AND SF 88/SF 93 REVIEWED?				
2. INOCULATIONS AND IMMUNIZATIONS CURRENT?				
3. REQUIRED INOCULATIONS AND IMMUNIZATIONS FOR DEPLOYMENT AREA COMPLETED?				
4. IF REQUIRED, TWO MEDICAL WARNING TAGS?				
5. PREVENTIVE MEDICINE BRIEF PROVIDED?				
6. HIV TEST RECORDED AND WITHIN 6 MONTHS OF DEPLOYMENT? IF RESULTS ARE POSITIVE, CONTACT CNO/N1 FOR EXEMPTION.				

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	YES	N/A	NO/HOLD AND REASON	CORRECTED DATE
8. IF REQUIRED, DNA SAMPLE COLLECTED?				
9. ANY MEDICAL CONDITION WHICH COULD AFFECT MOBILIZATION (PREGNANCY, DISEASE, HANDICAP, INJURY, PSYCHIATRIC COUNSELING, ETC? EXPLAIN CONDITION: _____ _____				
10. IF RESERVIST STATED YES TO ITEM #9 ABOVE, IS DOCUMENTATION FOR THIS MEDICAL CONDITION IN HIS/HER MEDICAL RECORD?				
11. NECESSARY EYEGLASSES AND OR HEARING AIDS WITH RESERVIST?				
12. GAS MASK EYE INSERTS REQUIRED?				
13. RESERVIST'S CIVILIAN PRESCRIBED MEDICATIONS REVIEWED?				
14. PERSONAL PRESCRIPTIONS (180 DAY SUPPLY)?				
15. RESERVIST A PARTICIPANT OF THE EXCEPTIONAL FAMILY MEMBER PROGRAM?				
16. MEDICAL RECORD WITH RESERVIST?				
17. EVALUATED AND DETERMINED FIT FOR FULL ACTIVE DUTY NAVY STANDARDS?				

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SIGNATURE OF CERTIFYING MEDICAL OFFICIAL: _____

PRINTED NAME/PHONE NUMBER _____

DATE/TIME: _____

D. DENTAL REQUIREMENTS:

	YES	N/A	NO, HOLD AND REASON	CORRECTED DATE
1. CLASS 1/2?				
2. CURRENT PANORAL AND BITEWING X-RAYS IN RECORD?				
3. ANY DENTAL CONDITION WHICH MAY DELAY MOBILIZATION? IF YES, EXPLAIN: _____ _____				
4. DENTAL RECORD WITH RESERVIST?				
5. COMPLETE DENTAL RECORD ON FILE?				

SIGNATURE OF CERTIFYING DENTAL OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

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E. LEGAL REQUIREMENTS:

	YES	N/A	NO. HOLD AND REASON	CORRECTED DATE
1. COUNSELED ON SOLDIERS' AND SAILORS' CIVIL RELIEF ACT (SSCRA) (INCLUDING REVIEW OF ANY UNRESOLVED CIVILIAN LITIGATION MATTERS)?				
2. COUNSELED ON FAMILY LEGAL NEEDS (ENSURE RESERVIST HAS CURRENT WILL/POA/SGLI)?				
3. BRIEFED ON UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA) PROVISIONS?				
4. BRIEFED ON GENEVA CONVENTION?				
5. ANY OUTSTANDING LEGAL NEEDS? IF YES, EXPLAIN: _____ _____				
6. DOES RESERVIST HAVE ANY PENDING CIVIL OR CRIMINAL ISSUES/CHARGES? (THIS WOULD INCLUDE DIVORCE OR CHILD CUSTODY ISSUES.) IF YES, CONSULT CNO/N1/BUPERS TO DETERMINE POSSIBLE DELAY OR EXEMPTION STATUS.				

SIGNATURE OF CERTIFYING LEGAL OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

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F. FAMILY SERVICE CENTER (FSC) REQUIREMENTS:

	YES	N/A	NO, HOLD AND REASON	CORRECTED DATE
1. DOES RESERVISTS HAVE ANY FAMILY MEMBER(S) WITH SPECIAL NEEDS, MEDICAL, ETC?				
2. RESERVIST BRIEFED ON AVAILABLE SERVICES AND PROVIDED HANDOUTS TO PASS ON TO FAMILY?				
3. RESERVIST PROVIDED POINTS OF CONTACT OF THE NEAREST FSC/OMBUDSMAN FOR THEIR DEPENDENT(S)?				

SIGNATURE OF CERTIFYING FSC OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

G. SUPPLY REQUIREMENTS:

	YES	N/A	NO, HOLD AND REASON	CORRECTED DATE
1. RESERVIST HAS COMPLETE SEABAG?				
2. ORGANIZATIONAL CLOTHING ISSUED (FOR RESERVISTS NOT PROCESSING THROUGH CRC/JPOM)?				

SIGNATURE OF CERTIFYING SUPPLY OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

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H. NMPS FINAL CERTIFICATION:

	YES	NO	NA
1. RESERVIST DOES NOT MEET MOBILIZATION REQUIREMENTS AND WILL RECEIVE A SPECIAL CASES BOARD. (DELAY AND EXEMPTION DETERMINATION). EXPLAIN: _____ _____			
2. BOARD DETERMINATION: _____ _____ _____			
3. NMPS HAS COMPLETED ALL MOBILIZATION REQUIREMENTS AND RESERVIST IS READY TO PROCEED TO FOLLOW-ON COMMAND? IF NO, REASON: _____ _____			
4. RESERVIST INCLUDED IN A PERSONNEL TRANSFER REPORT IDENTIFYING RESERVISTS COMPLETING MOBILIZATION AND THEIR EXPECTED REPORT DATE TO THE FOLLOW-ON AND/OR GAINING COMMAND?			
5. RESERVIST INCLUDED IN THE MOBILIZATION AND/OR ADSW STATUS REPORT TO CNO (N1)?			
6. ORDERS AND SERVICE, MEDICAL AND DENTAL RECORDS WITH RESERVIST?			
7. RESERVIST BRIEFED ON FOLLOW-ON COMMAND TRAVEL PLANS AND ETA?			
8. RESERVIST PROVIDED WITH FOLLOW-ON COMMAND CONTACT PHONE NUMBER FOR ENROUTE DELAYS: _____			

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	YES	NO	NA
9. RESERVIST PROVIDED A COPY OF HIS/HER COMPLETED MOBILIZATION CHECKLIST TO RETAIN? IF CRC (JPOM) IS REQUIRED, PROVIDE RESERVIST A COPY OF THE MOBILIZATION CHECK LIST TO PROVIDE TO THE CRC (JPOM) ACTIVITY. THE NMPS RETAINS THE COMPLETED ORIGINAL MOBILIZATION CHECKLIST FOR THE RESERVIST'S PERSONAL RECALL FILE.			
10. IF CRC (JPOM) IS REQUIRED, DOES THE RESERVIST HAVE THE COMPLETED ORIGINAL CRC (JPOM) CHECKLIST TO PROVIDE TO THE CRC (JPOM) ACTIVITY AND A COPY FOR HIMSELF/HERSELF? A COPY OF THE CRC (JPOM) CHECKLIST IS RETAINED AT THE NMPS IN THE RESERVIST'S PERSONAL RECALL FILE.			

SIGNATURE OF CERTIFYING NMPS OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

SIGNATURE OF RESERVIST: _____

DATE/TIME: _____

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APPENDIX K

-- NMPS DEMOBILIZATION CHECK LIST--

NMPS DEMOBILIZATION PROCESSING FOR SELECTED RESERVISTS

NOTE: ALL ITEMS MUST BE FILLED OUT PRIOR TO RESERVIST DEPARTING THE NMPS.

NAME: _____ RANK/RATE: _____
 SSN/DESIGNATOR: _____ SEX: M _____ F _____
 UNIT ASSIGNED: _____ UIC: _____
 DUTY STATION DEPARTING: _____ UIC: _____

A. PSD REQUIREMENTS:

	YES	NO	N/A
1. RESERVIST OUTPROCESSED THROUGH CRC (JPOM), IAW OPERATION GUIDANCE?			
2. OFFICER AND ENLISTED SEPARATION CODES ENTERED IN OPINS AND NCS?			
3. RESERVIST'S LEAVE CLOSED OUT?			
4. RESERVIST ISSUED VALID RESERVE ID CARD?			
5. CLOSE THE MMPA INCLUDING COMPLETION OF THE FORECAST SEPARATION PAY COMPUTATION.			
6. RESERVIST HAS SERVICE RECORD IN HAND?			
a. ANY DISCIPLINARY ACTION PENDING (CHECK SERVICE RECORD FOR NOTATION)?			
b. SANCTUARY SCREENING (IS RESERVIST WITHIN 2 YEARS OF BECOMING ELIGIBLE FOR RETAINER OR RETIRED PAY, BASED ON 20 YEARS OF ACTIVE MILITARY SERVICE AND MAXIMUM AGE IAW BUPERSINST 1001.39B SEC. 105)?			
7. RESERVIST HAS PROPERLY ENDORSED ORDERS IN HAND?			
8. RESERVIST HAS TICKETS FOR TRANSPORTATION TO NRA?			
9. TRAVEL CLAIM LIQUIDATED?			
10. RESERVIST PAID TO DATE UPON RELEASE?			
11. RESERVIST ISSUED DD-214 ?			

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	YES	NO	N/A
12. RESERVIST HAS BEEN OUT-PROCESSED AND NO FURTHER ACTION PENDING. IF NO, DOCUMENT PENDING ACTION:			

SIGNATURE OF CERTIFYING PSD OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

B. MEDICAL REQUIREMENTS:

	YES	NO	N/A
1. RESERVIST HAS MEDICAL RECORDS IN HAND?			
2. RESERVIST RECEIVED COMPLETE SEPARATION PHYSICAL EXAMINATION BEFORE SEPARATION (PER MANUAL OF THE MEDICAL DEPARTMENT, CHANGE 110, ARTICLE 15-28, PARA 7B)? *			
3. RESERVISTS ASSIGNED TO AOR HAVE MET SPECIAL MEDICAL EXAMINATION REQUIREMENTS AND RECORD IS ANNOTATED?			
4. HIV TEST RECORDED AND CURRENT?			
5. ANY MEDICAL CONDITION REQUIRING RESERVIST BE PLACED IN A HOLD STATUS? EXPLAIN: (IF RESERVIST IS PLACED ON MEDICAL HOLD CONTACT BUPERS (PERS-922)).			
6. RESERVIST'S FOLLOW-ON MEDICAL ELIGIBILITY EXPLAINED?			

* NOTE FOR MEDICAL OFFICIAL: THIS RESERVIST IS ON ACTIVE DUTY, **NOT ACTIVE DUTY FOR TRAINING**, AND THEREFORE REQUIRES A **COMPLETE** MEDICAL EXAMINATION REGARDLESS OF PERIOD SERVED. REPORT ANY HOLDS OF 7 DAYS OR MORE TO BUPERS (PERS 3, 9, 10), INFO COMNAVRESFOR (N32) AND BUMED (05/07) AND INCLUDE IDC CODE.

SIGNATURE OF CERTIFYING MEDICAL OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

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C. DENTAL REQUIREMENTS:

	YES	NO	N/A
1. RESERVIST HAS DENTAL RECORD IN HAND?			
2. RESERVIST RECEIVED COMPLETE SEPARATION DENTAL EXAMINATION BEFORE SEPARATION (PER MANUAL OF THE MEDICAL DEPARTMENT, CHANGE 110, ARTICLE 15-28, PARA 7B)?*			
3. ANY DENTAL CONDITION REQUIRING RESERVIST BE PLACED IN A HOLD STATUS? EXPLAIN:			

* NOTE FOR DENTAL OFFICIAL: THIS RESERVIST IS ON ACTIVE DUTY, **NOT ACTIVE DUTY** FOR TRAINING, AND THEREFORE REQUIRES A **COMPLETE** DENTAL EXAMINATION REGARDLESS OF PERIOD SERVED. REPORT ANY HOLDS OF 7 DAYS OR MORE TO BUPERS (PERS 3, 9, 10), INFO COMNAVRESFOR (N32) AND BUMED (05/07) AND INCLUDE IDC CODE.

SIGNATURE OF CERTIFYING DENTAL OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

D. LEGAL REQUIREMENTS:

	YES	NO	N/A
1. RESERVIST DESIRES A REVIEW OF THE UNIFORM SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)?			

SIGNATURE OF CERTIFYING LEGAL OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

E. FAMILY SERVICE CENTER (FSC) REQUIREMENTS:

	YES	NO	N/A
1. FAMILY SERVICE CENTER BRIEFS ON DOD AND NAVY PROGRAMS RESERVISTS AND THEIR FAMILIES ARE ELIGIBLE FOR AS A RESULT OF RECALL?			

SIGNATURE OF CERTIFYING FSC OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

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F. FINAL NMPS ISSUES:

	YES	NO	N/A
1. RESERVIST RETURNED ORIGINAL GEAR TO SUPPLY IF ISSUED AT NMPS?			
2. ORDERS AND SERVICE, MEDICAL AND DENTAL RECORDS WITH RESERVIST?			
3. NMPS HAS COMPLETED ALL DEMOBILIZATION REQUIREMENTS AND RESERVIST IS READY TO REPORT BACK TO HIS/HER NRA?			
4. RESERVIST INCLUDED IN A PERSONNEL TRANSFER REPORT IDENTIFYING RESERVISTS COMPLETING DEMOBILIZATION AND HIS/HER EXPECTED REPORT DATE TO THE NRA?			
5. RESERVIST INCLUDED IN THE MOBILIZATION AND/OR ADSW STATUS REPORT TO CNO (N1)?			
6. RESERVIST BRIEFED ON FOLLOW-ON NRA TRAVEL PLANS AND ETA ?			
7. RESERVIST PROVIDED WITH FOLLOW-ON NRA CONTACT PHONE NUMBER FOR ENROUTE DELAYS: _____ _____ _____			
8. RESERVIST PROVIDED TWO COPIES OF COMPLETED DEMOBILIZATION CHECKLIST (ONE TO RETAIN AND ONE TO PROVIDE TO NRA)? FOR PIMS, PLACE NRA COPY IN THEIR SERVICE RECORD. THE COMPLETED ORIGINAL DEMOBILIZATION CHECKLIST IS RETAINED AT THE NMPS IN THE RESERVIST'S PERSONAL RECALL FILE.			

SIGNATURE OF CERTIFYING NMPS OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

SIGNATURE OF RESERVIST: _____

DATE/TIME: _____

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APPENDIX L

-- NRA DEACTIVATION CHECK LIST --

NRA DEACTIVATION PROCESSING FOR SELECTED RESERVISTS

NOTE: ALL ITEMS MUST BE FILLED OUT PRIOR TO RESERVIST DEPARTING THE NRA.

NAME: _____ RANK/RATE: _____
 SSN/DESIGNATOR: _____ SEX: M _____ F _____
 UNIT ASSIGNED: _____ UIC: _____
 DUTY STATION DEPARTING: _____ UIC: _____

	YES	NO	NA	INITIAL
1. MEDICAL RECORD RECEIVED?				
2. IF RESERVIST WAS DEPLOYED TO AREA OF RESPONSIBILITY ARE THERE ANY FOLLOW-ON MEDICAL REQUIREMENTS? IF SO, ADVISE RESERVIST OF THESE REQUIREMENTS.				
3. DENTAL RECORD RECEIVED?				
4. IF RESERVIST DISENROLLED FROM TRICARE SELECTED RESERVE DENTAL PROGRAM UPON RECALL, DOES MEMBER DESIRE ENROLLMENT BACK INTO PROGRAM? IF SO, ENSURE APPROPRIATE PAPERWORK IS COMPLETED AND PROCESSED.				
5. SERVICE RECORD RECEIVED?				
6. FINAL TRAVEL CLAIM (IF NOT COMPLETED AT THE NMPS) SUBMITTED TO SUPPLY?				
7. CHECKED-IN WITH MANPOWER TO APPLY FOR DRILLING BILLET ASSIGNMENT?				
8. FINAL ORDERS RETURNED TO TRAINING ?				

SIGNATURE OF CERTIFYING NRA OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

SIGNATURE OF RESERVIST: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

Enclosure (1)

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APPENDIX M

-- PIM DEACTIVATION CHECK LIST --

PIM DEACTIVATION PROCESSING

NOTE: ALL ITEMS MUST BE FILLED OUT PRIOR TO RESERVIST DEPARTING THE NMPS.

NAME: _____ RANK/RATE: _____
 SSN/DESIGNATOR: _____ SEX: M _____ F _____
 UNIT ASSIGNED: _____ UIC: _____
 DUTY STATION DEPARTING: _____ UIC: _____

	YES	NO	N/A	INITIAL
1. MEDICAL RECORD MAILED TO NRPC?				
2. RESERVIST DEPLOYED TO AOR? ADVISE RESERVIST OF FOLLOW-ON MEDICAL REQUIREMENTS.				
3. DENTAL RECORD MAILED TO NRPC?				
4. SERVICE RECORD MAILED TO NRPC?				
5. FINAL TRAVEL CLAIM COMPLETED PRIOR TO DEPARTING THE NMPS?				
6. RESERVIST INCLUDED IN A PERSONNEL TRANSFER REPORT TO NRPC IDENTIFYING PIM MEMBERS COMPLETING DEACTIVATION AND RETURNING TO HIS/HER HOME OF RECORD?				

SIGNATURE OF CERTIFYING NMPS OFFICIAL: _____

PRINTED NAME/PHONE NUMBER: _____

SIGNATURE OF PIM: _____

PRINTED NAME/PHONE NUMBER: _____

DATE/TIME: _____

Enclosure (1)

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